

# **Trainee Pharmacist Foundation Year E-portfolio User Guide**



**Trainee User Guide**

**May 2022**

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# 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 training year.

The E-portfolio will assist you and your designated supervisor(s) 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 you, as a trainee pharmacist, can work through the elements yourself, or as instructed by your designated supervisor or employer.

We will continue to update and enhance the E-portfolio over the next 12 months to ensure that it continues to be a user-friendly, intuitive, and 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 trainees. 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, as you may be entering a lot of text in certain sections and fields and 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.

### 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.

[\[click to toggle\]](#)

## 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.

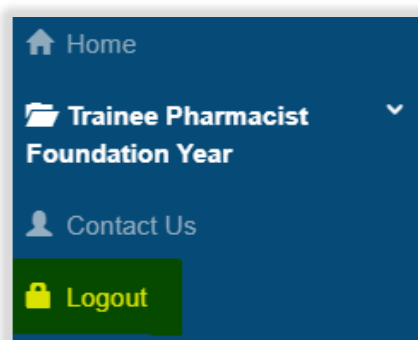


The timer resets to 35 minutes each time you interact with the E-portfolio, such as clicking a button, or completing a form. If you are typing, the page will remain active.

**NOTE:** Please note that 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 of your screen. You can log out at any point, but before you do so make sure you save any necessary text and edits.



**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 you, and it is your responsibility to keep the E-portfolio up to date with records of your learning and development. Other users will also have access to your E-portfolio to complete various sections, forms, and assessment tools.

The E-portfolio contains several assessment tools and forms to support your 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.

Feature	Trainee	Designated Supervisor	Collaborator, e.g., Practice Supervisor	Education Programme Lead
Dashboard	✓	✓	No access	Read only
Absence	✓	✓	No access	Read only
Actions	✓	✓	No access	Read only
Contribution to Care Log(s)	✓	✓	<b>Access via ticket link</b>	Read only
Designated Supervisor Meeting	✓	✓	No access	Read only
Foundation Training Progress Report	✓	✓	No access	Read only
Communications chat function	✓	✓	No access	Read only
Learning Needs Analysis (LNA)	✓	✓	No access	Read only
Miscellaneous Evidence Upload	✓	✓	<b>Access via ticket link</b>	Read only
Other Meeting	✓	✓	<b>Access via ticket link</b>	Read only
Outcome Matrix	✓	✓	No access	Read only
Personal Development Plans (PDP)	✓	✓	No access	Read only
Reflective Account (RA)	✓	✓	<b>Access via ticket link</b>	Read only



	Feature	Trainee	Designated Supervisor	Collaborator, e.g., Practice Supervisor	Education Programme Lead
Supervised Learning Events	Case based discussion (CBD)	✓	✓	<b>Access via ticket link</b>	Read only
	Direct Observation of Practical Skills (DOPS)	✓	✓	<b>Access via ticket link</b>	Read only
	Medication Related Consultation Framework (MRCF)	✓	✓	<b>Access via ticket link</b>	Read only
	Mini Clinical Evaluation Exercise (Mini-CEX)	✓	✓	<b>Access via ticket link</b>	Read only

Designated supervisors will automatically be given access to the E-portfolio and will be linked up with you in advance. Collaborators should be invited to the E-portfolio using an e-ticket process, see section 4 for further details.

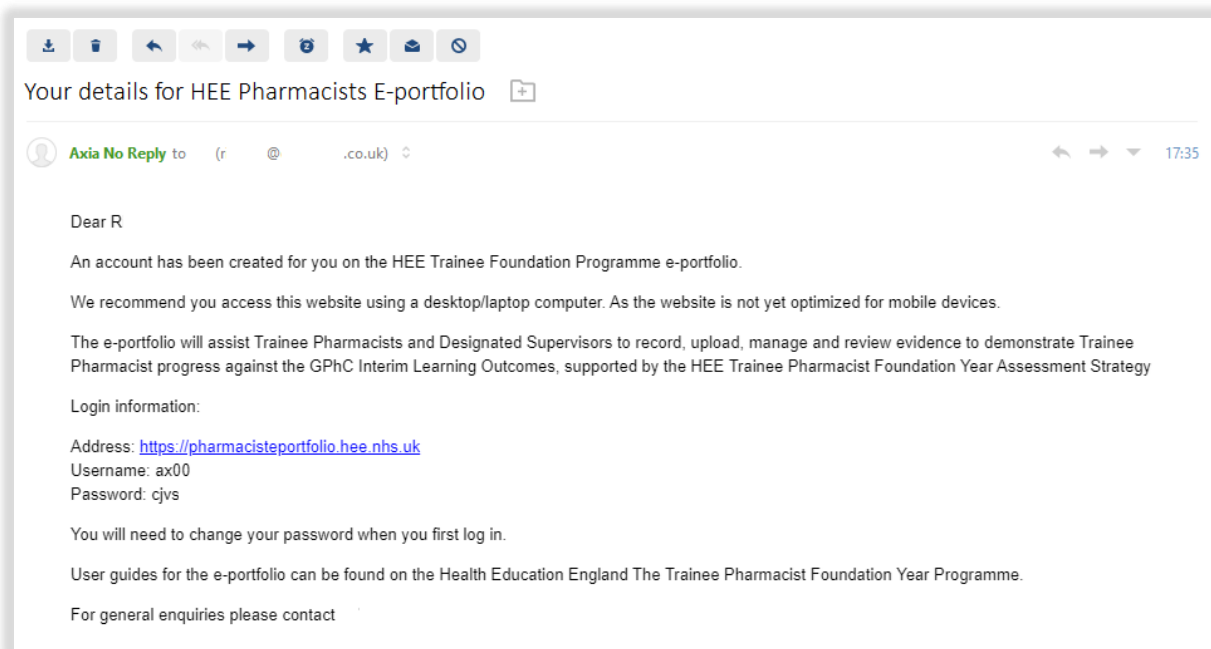
HEE will also have access to view the E-portfolio to monitor progress and ensure that trainees are progressing as expected. This is an essential part of HEE's quality management role, as the statutory education body, responsible for providing national leadership for education, training and workforce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

### 3 Getting Started

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

<https://pharmacistportfolio.hee.nhs.uk/>

You will receive an automatic email which will provide you with login details to access the HEE-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 and 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](mailto: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.

**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.

The screenshot shows the login page for the HEE Pharmacist Foundation Training Year. At the top left is the Royal Pharmaceutical Society logo, and at the top right is the NHS logo with the text 'Health Education England'. Below these is the title 'HEE Pharmacist Foundation Training Year'. On the left side, there is a login form with fields for 'Login', 'Username', and 'Password', a 'Login' button, and a 'Forgotten password?' link. On the right side, there is a 'Welcome to your HEE Foundation Training Year' message, followed by text explaining that HEE has 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. Below this, there are instructions: 'If your login is not working, please check you are entering your GPhC Number correctly. If you are unsure check your My GPhC account.', 'Please check you are entering your password correctly, you may want to copy and paste from the email ensuring that no extra spaces are copied at the end of the password.', 'Please ensure you access this website using an up-to-date web browser.', and 'If you have forgotten your password, please use the forgotten password link.'

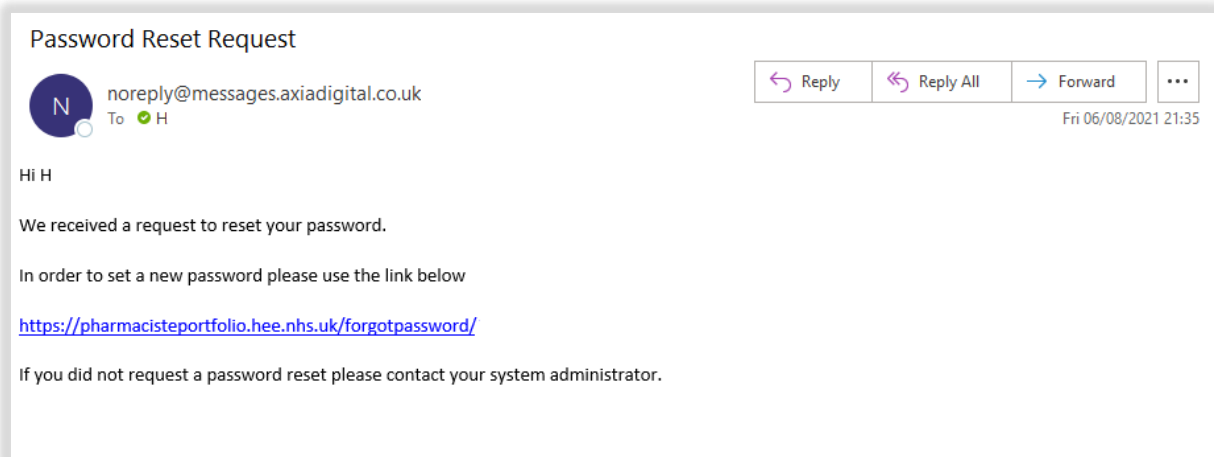
If you forget your password at any point, you can reset it by selecting “Forgotten password?”.

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

The screenshot shows the 'Request a password reset' form. It has a title 'Request a password reset'. Below the title, there is a line of text: 'Username: If you've forgotten your username then you can [request a reminder](#).' Below this is a text input field. Then, there is a label 'Email address:' followed by another text input field. At the bottom right of the form is a green 'Submit' button.

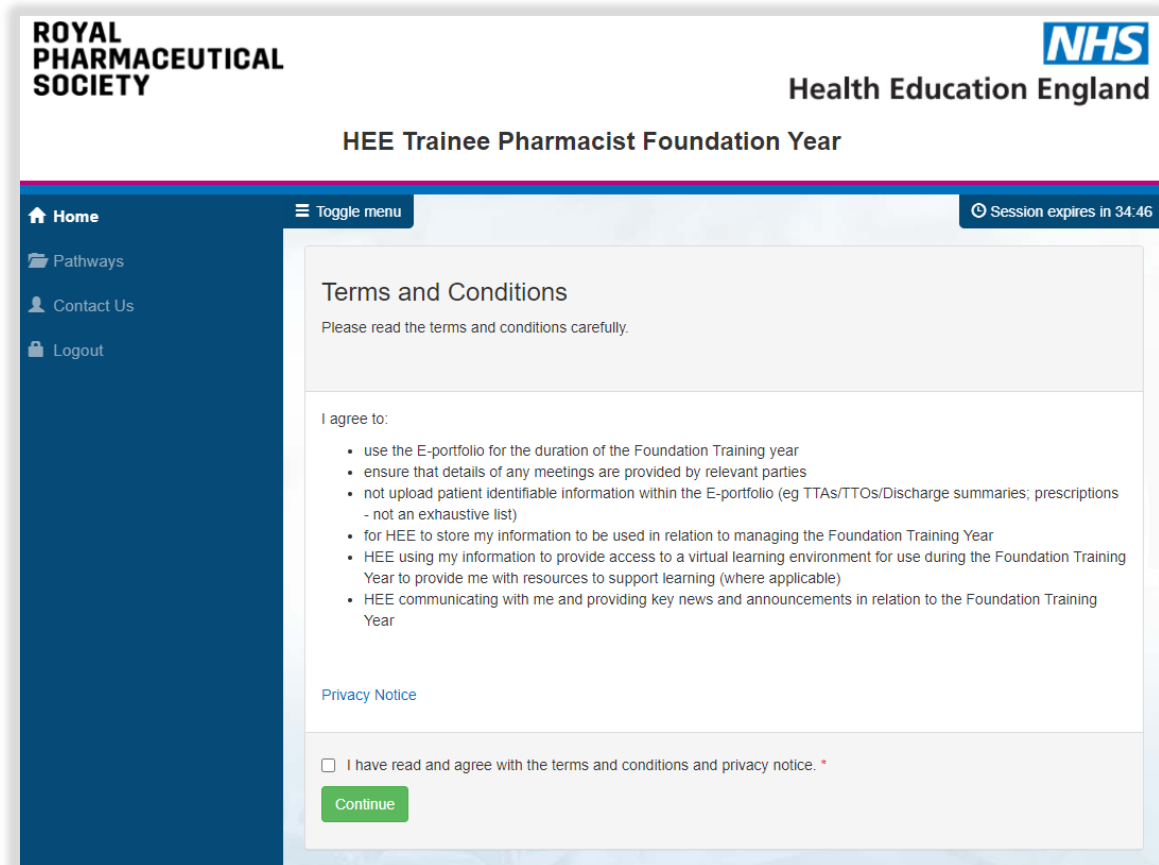
**NOTE:** Your username is your GPhC number

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.



Click the check box, to accept the terms and conditions.

☒ I have read and agree with the terms and conditions and privacy notice \*

Continue

You will then need to activate the programme by selecting the programme from the “New Programme” dropdown. You will see an option for “Trainee Foundation Pharmacist”; select this and click on the “Start Programme” button.

**NOTE:** When you return to the E-portfolio in the future, you will see the Trainee Foundation Pharmacist programme under the “Active Programmes” table. You will not need to accept the terms and conditions again.

After opening your programme, you will see your home page – your dashboard, here you can access relevant tools and forms, and view a summary of your progress.

**ROYAL  
PHARMACEUTICAL  
SOCIETY**

**NHS**  
Health Education England

HEE Trainee Pharmacist Foundation Year

Home


Pathways

Contact Us

Logout

Toggle menu

Session expires in 34:39



### Trainee Pharmacist Foundation Year

The E-portfolio will assist trainees and designated supervisors to record, upload, manage and review evidence to demonstrate progress against the GPhC interim learning outcomes of the initial educational and training standards, supported by the HEE Trainee Pharmacist Foundation Year Assessment Strategy.

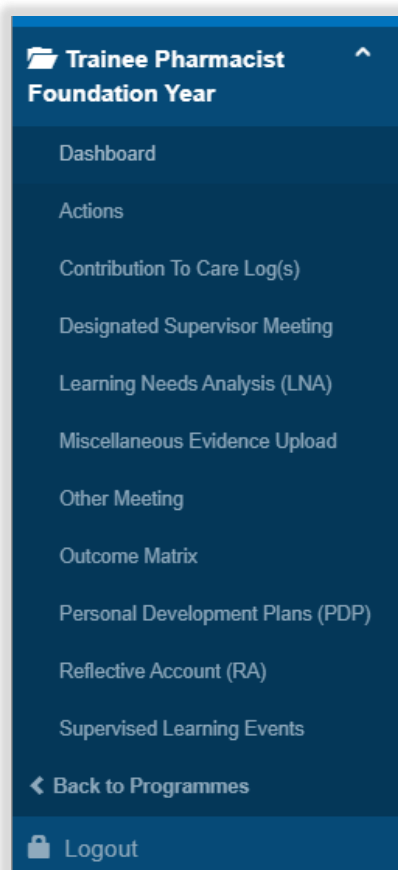
**Date Started:** 29/07/2021

**Status:** Started

Open Active Pathway

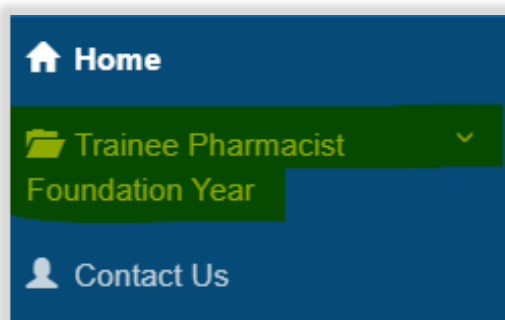
### 3.1.1 The navigation menu

The navigation menu gives you quick access to all relevant assessment tools and forms and appears on the left of your screen listed in alphabetical order.



**TIP:** You can hide the navigation menu at any point by selecting the “Toggle menu”. This is useful for devices with small screens such as mobile phones and tablets. Remember to un-toggle the menu to view the navigation menu and all the assessment tools and forms.

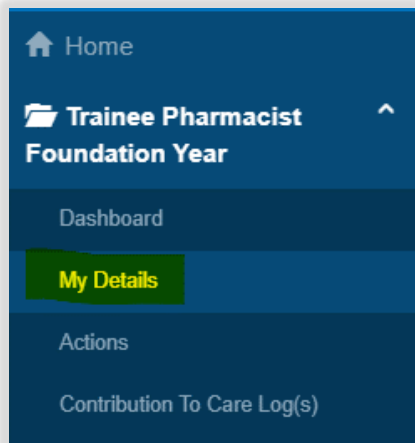
**NOTE:** To view the full menu you need to click on “Trainee Pharmacist Foundation Year” to expand the contents.



### 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 [trainee pharmacist@hee.nhs.uk](mailto:trainee pharmacist@hee.nhs.uk).

**NOTE:** The data within the E-portfolio has been matched to the GPhC data.



A page with your details will appear.

My Details - H

Email	c
ePortfolio User Type	Trainee
GPhC Training Number	600
ePortfolio Date Started	29/07/2021
Region	North East and Yorkshire
Sub Region	West Yorkshire and Harrogate
Employer	B
Sector of Practice	Hospital

### Has relationships

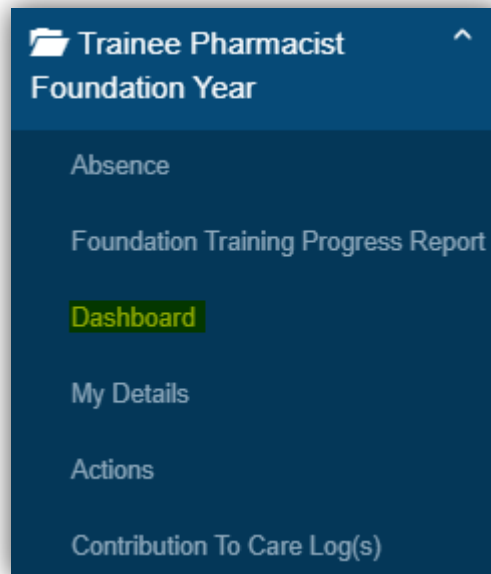
H is linked to the following supervisors.

- H - GPhC Number: 500

## 3.2 Monitoring and reviewing your progress

### 3.2.1 Your Dashboard

You can review your progress at any point by using the dashboard. To access your dashboard, select “Dashboard” from the navigation menu.



Your 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

Trainee Pharmacist Foundation Year																				
Group A							Group B			Group C			Group D					Group E		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
2/9	4/17	3/15	4/14	9/24	4/17	2/12	4/11	4/15	4/10	4	3/11	3/10	2/5	3/5	3/7	4/14	3/9	2/4	1/5	2/8

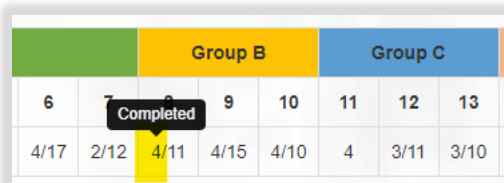
Hovering over the assessment activity number provides you with a further explanation of what the activity relates to.



Group A				B1 Service improvement			Group C		
	5	6	7	8	9	10	11	12	13
4	9/24	4/17	2/12	4/11	4/15	4/10	4	3/11	3/10

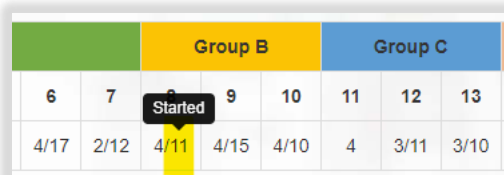
The counts denote the records you have started and are in progress, and the number of records completed.

The count before the '/' represents the number of records you have completed.



			Group B			Group C		
6	7	8	9	10	11	12	13	
4/17	2/12	4/11	4/15	4/10	4	3/11	3/10	

The count after the '/' represents the number of records you have started.



			Group B			Group C		
6	7	8	9	10	11	12	13	
4/17	2/12	4/11	4/15	4/10	4	3/11	3/10	

You can also access a summary of the Supervised Learning Events (SLEs) and other tools directly from the dashboard.

## Trainee Pharmacist Foundation Year - E-portfolio trainee user guide

### Trainee Pharmacist Foundation Year

[← Back to pathways](#)

Group A							Group B			Group C			Group D					Group E		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
2/9	4/17	3/15	4/14	9/24	4/17	2/12	4/11	4/15	4/10	4	3/11	3/10	2/5	3/5	3/7	4/14	3/9	2/4	1/5	2/8

#### Supervised Learning Events

Mini-Clinical Evaluation Exercise (Mini-CEX)	9	1
Case-Based Discussion (CBD)	10	2
Direct Observation of Practical Skills (DOPS)	11	0
Medication-Related Consultation Framework (MRCF)	6	0

#### Other Records

Contribution To Care Log(s)	8	3
Designated Supervisor Meeting	10	6
Miscellaneous Evidence Upload	7	0
Other Meeting	15	2
Reflective Account (RA)	12	4

Group A							Group B			Group C			Group D					Group E		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1/4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

#### Supervised Learning Events

Mini-Clinical Evaluation Exercise (Mini-CEX)	1	1
Case-Based Discussion (CBD)	2	0
Direct Observation of Practical Skills (DOPS)	1	0
Medication-Related Consultation Framework (MRCF)	Not Started	


#### Other Records

Absence	35
Foundation Training Progress Report	Not Started
Contribution To Care Log(s)	Not Started
Designated Supervisor Meeting	11
Miscellaneous Evidence Upload	Not Started
Other Meeting	11
Reflective Account (RA)	10

#### Training Progress Report

Week 13	Not Started
Week 26	Not Started

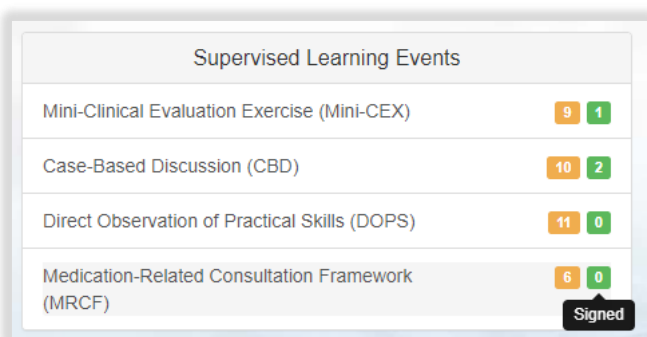
The counts in the orange boxes represents the number of records you have started.



A screenshot of a table titled "Supervised Learning Events". The table has two columns: the event name and two counts. The counts are shown in orange and green boxes. A tooltip labeled "Started" points to the orange box for "Direct Observation of Practical Skills (DOPS)".

Supervised Learning Events		
Mini-Clinical Evaluation Exercise (Mini-CEX)	9	1
Case-Based Discussion (CBD)	10	2
Direct Observation of Practical Skills (DOPS)	11	0
Medication-Related Consultation Framework (MRCF)	6	0

The counts in the green boxes represents the number of records you have completed and are signed off by your designated supervisor.

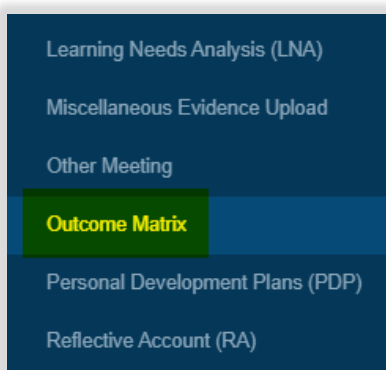


A screenshot of a table titled "Supervised Learning Events". The table has two columns: the event name and two counts. The counts are shown in orange and green boxes. A tooltip labeled "Signed" points to the green box for "Medication-Related Consultation Framework (MRCF)".

Supervised Learning Events		
Mini-Clinical Evaluation Exercise (Mini-CEX)	9	1
Case-Based Discussion (CBD)	10	2
Direct Observation of Practical Skills (DOPS)	11	0
Medication-Related Consultation Framework (MRCF)	6	0

### 3.2.2 Outcome Matrix

You can also view your overall progress against the 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 your designated supervisor. It will also indicate if a GPhC learning outcome has been signed off. You can use this matrix to identify your strengths and areas for development.

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	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	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	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	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	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	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	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	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	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	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	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	0/0	/		

The numbers denote the records you have 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						0/1	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

The outcome matrix is where your designated supervisor will also be 'signing' off the GPhC interim learning outcomes, when in their professional judgement and experience, they feel you have demonstrated the learning outcome at the required level. This can take place at any point during the year or at specific points such as week 13, 26, 39 or week 52 progress review meetings.

Once a learning outcome has been signed off it will change from a blue pencil icon to a green tick. The stage of training when the learning outcome is signed off will appear below the green tick.

A learning outcome can be 'un-signed' at any point if the designated supervisor feels that you are not demonstrating a learning outcome consistently.

In the situation where a learning outcome requires un-signing, a discussion needs to take place with the designated supervisor on what additional evidence you will require to meet the learning outcome again.

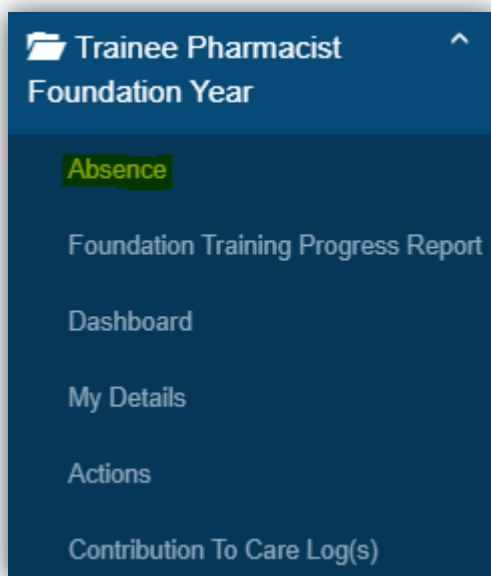
**NOTE:** The Outcome Matrix can take 5 minutes to refresh and update.

### 3.2.3 Absence

As part of the requirements from the GPhC, you need to report any absences that you have throughout your Foundation Training Year. The 'Absence' tool within the E-portfolio allows you to record these for monitoring and reporting purposes.

#### 3.2.3.1 *Creating and completing an Absence form*

To access the Absence form, select 'Absence' from the navigation menu.



Select "Start New Form" to create a new record.

### Absence

No existing records found.

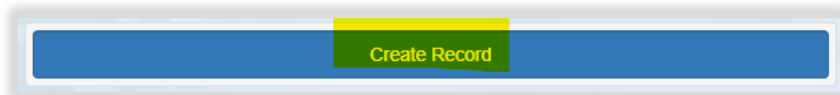
[Start New Form](#)

The form will appear. Complete the required fields as instructed.

The screenshot shows a form titled "Absence". It contains the following sections:

- Reason for Absence**: A section with a label "Reason for Absence \*" and four radio button options: "Sick Day(s)", "Annual Leave", "Self-Isolation", and "Other".
- Absence Start Date**: A section with a label "Start date \*" and a text input field with a placeholder "DD/MM/YYYY".
- Number of Days Absent \***: A horizontal slider with a blue dot at 0 and white dots at 5, 10, 15, 20, 25, 30, 35, 40, and 45.
- Supporting details (Optional)**: A large text area for additional information.
- Create Record**: A blue button at the bottom right of the form.

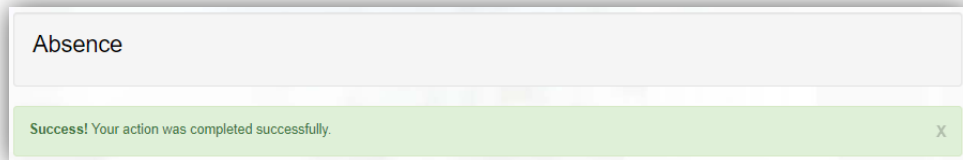
When you have completed all the required fields, select "Create Record".



**NOTE** You do not need to map designated meeting forms to any assessment activities or learning outcomes, and you will not see a section to map to frameworks.



You will receive confirmation that the record has been saved and created.

A screenshot of a web interface showing a confirmation message. At the top, there is a light grey rectangular box containing the word "Absence". Below this box is a green horizontal bar with the text "Success! Your action was completed successfully." on the left and a small "X" icon on the right, indicating a close button.

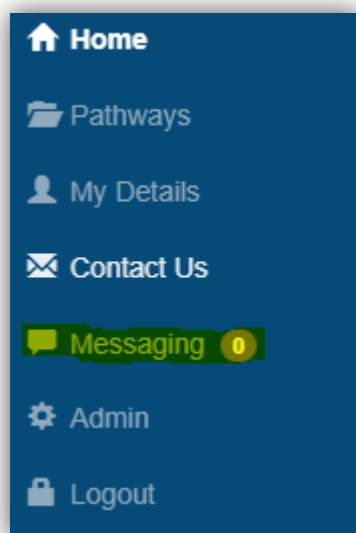
**NOTE:** The e-ticket process does not apply here as this form is not intended to be completed by collaborators.

**NOTE:** This form does not require completion by any portfolio collaborators.

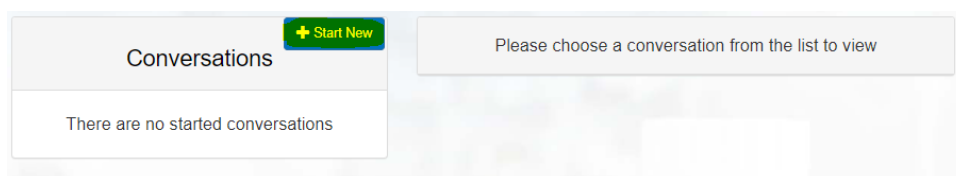
### 3.2.4 Messaging

Messaging is a tool within the e-portfolio that allows all users with access to a given trainee's portfolio (trainee, designated supervisor, designated prescribing pharmacist) to communicate with each other within the portfolio. This function is NOT designed to replace more established means of communication between you and your supervisors, but we recommend that this can be used to specifically request actions from your portfolio collaborators within the portfolio (e.g., notifying your designated supervisor that you have completed a specific SLE and you now require their sign off).

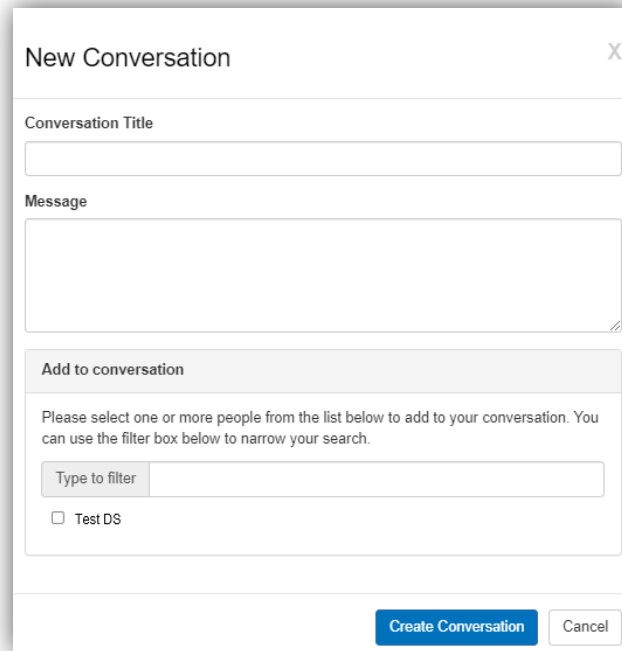
To access the Messaging tool, select 'Messaging' from the navigation menu.



You will be taken to the 'Conversations' summary page. To start a new conversation, select the 'Start New' button on the Conversations panel.

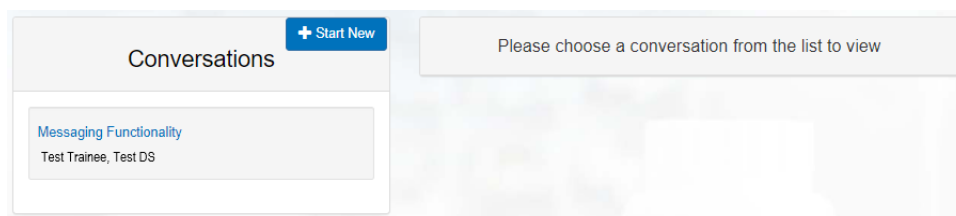


The 'New Conversation' form will appear. Complete the required fields as instructed.

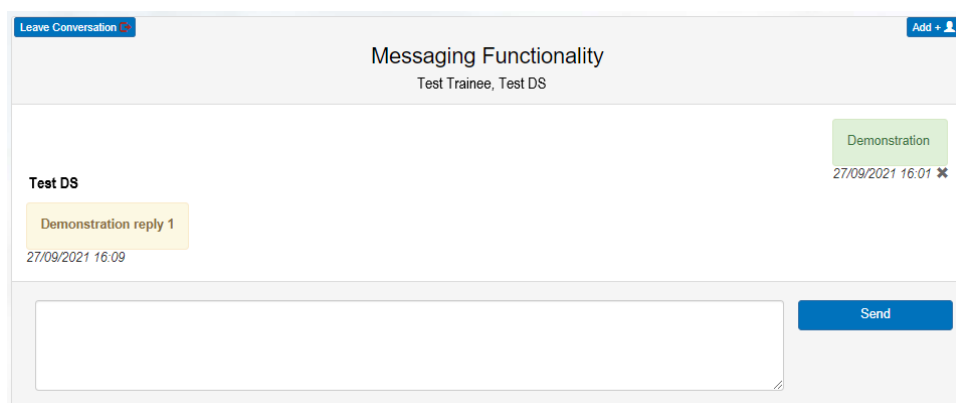


The 'New Conversation' dialog box features a title bar with a close button (X). It contains a 'Conversation Title' text field, a 'Message' text area, and an 'Add to conversation' section. The 'Add to conversation' section includes a search prompt, a 'Type to filter' input field, and a list of users with checkboxes, currently showing 'Test DS'. At the bottom are 'Create Conversation' and 'Cancel' buttons.

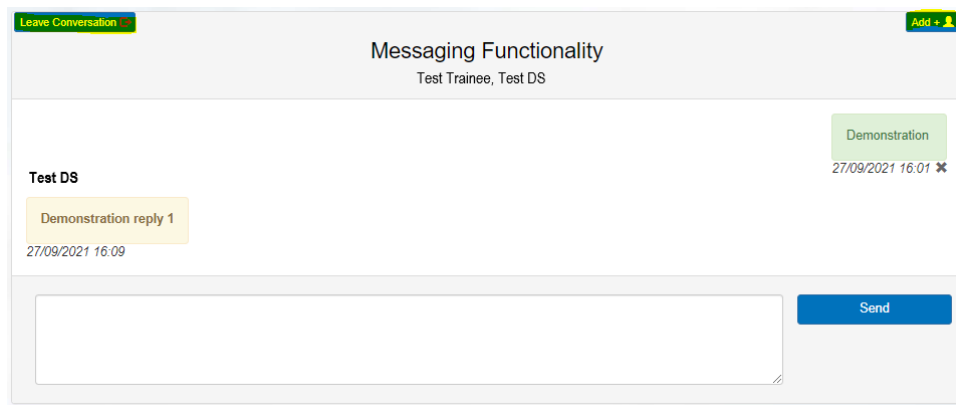
The newly created conversation will be visible on the 'Conversations' summary page for all users who are included in the conversation.



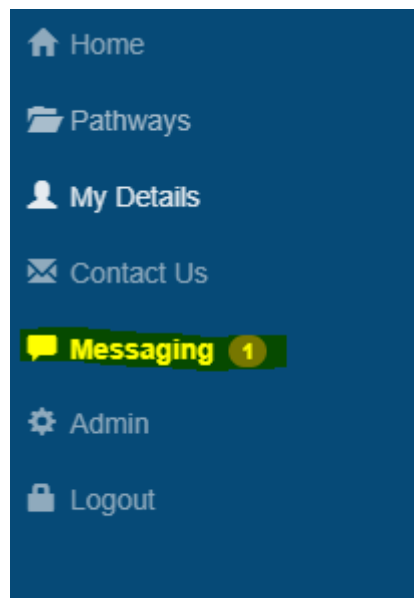
By clicking on the conversation in the 'Conversations' panel, users can see all messages that have been sent within that conversation and send new messages to other users.



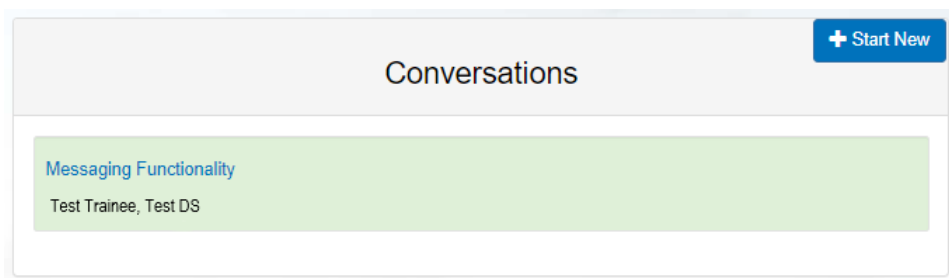
Users can add new participants into a conversation, or leave a conversation using the buttons at the top of the message panel



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 Completing Tools and Forms

As you work through your E-portfolio you will be prompted to create and complete various assessment tools and forms. These will become records of your learning and development throughout your foundation training year. Please refer to section 2.4 for a full list of the E-portfolio assessment tools and forms and their associated permissions.

There are two main ways of completing an assessment tool or form:

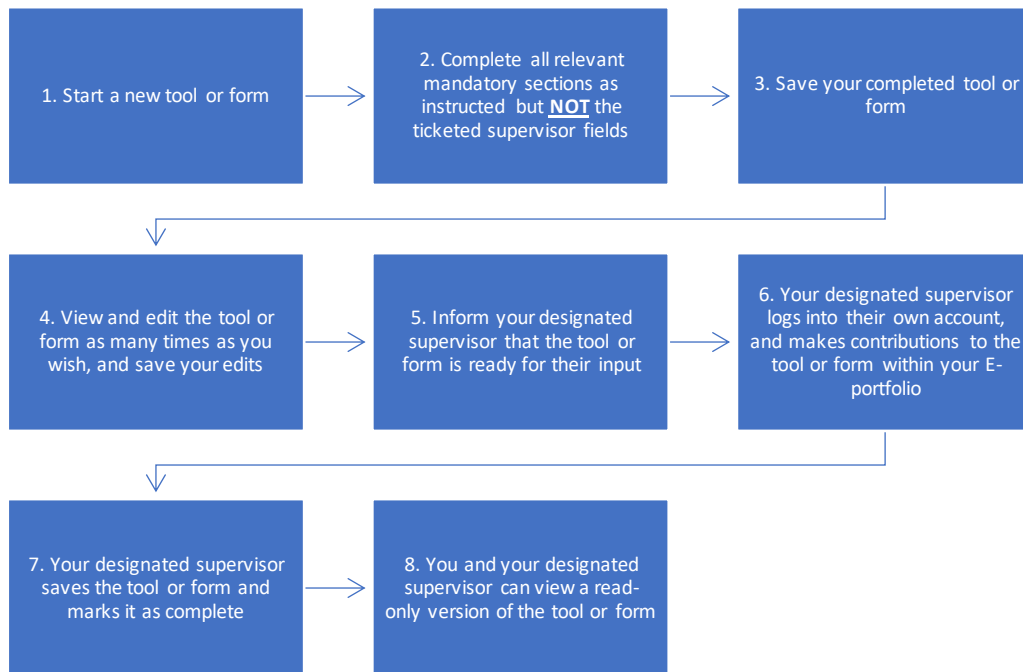
- i. Online process
  - a. Online process with your designated supervisor
  - b. Online process with a collaborator via e-ticket
- ii. Upload process

### 4.1 Online assessment tools and forms

The online process involves you completing the assessment tool or form fully within the E-portfolio environment. You will still have the option of uploading files as evidence of your learning; however, this process is not the route for uploading paper versions of assessment tools or forms completed in practice.

#### 4.1.1 Online process with Designated Supervisor

This process enables you to seek feedback and sign off from your designated supervisor as they should have a registered account within the E-portfolio. The process is outlined below:

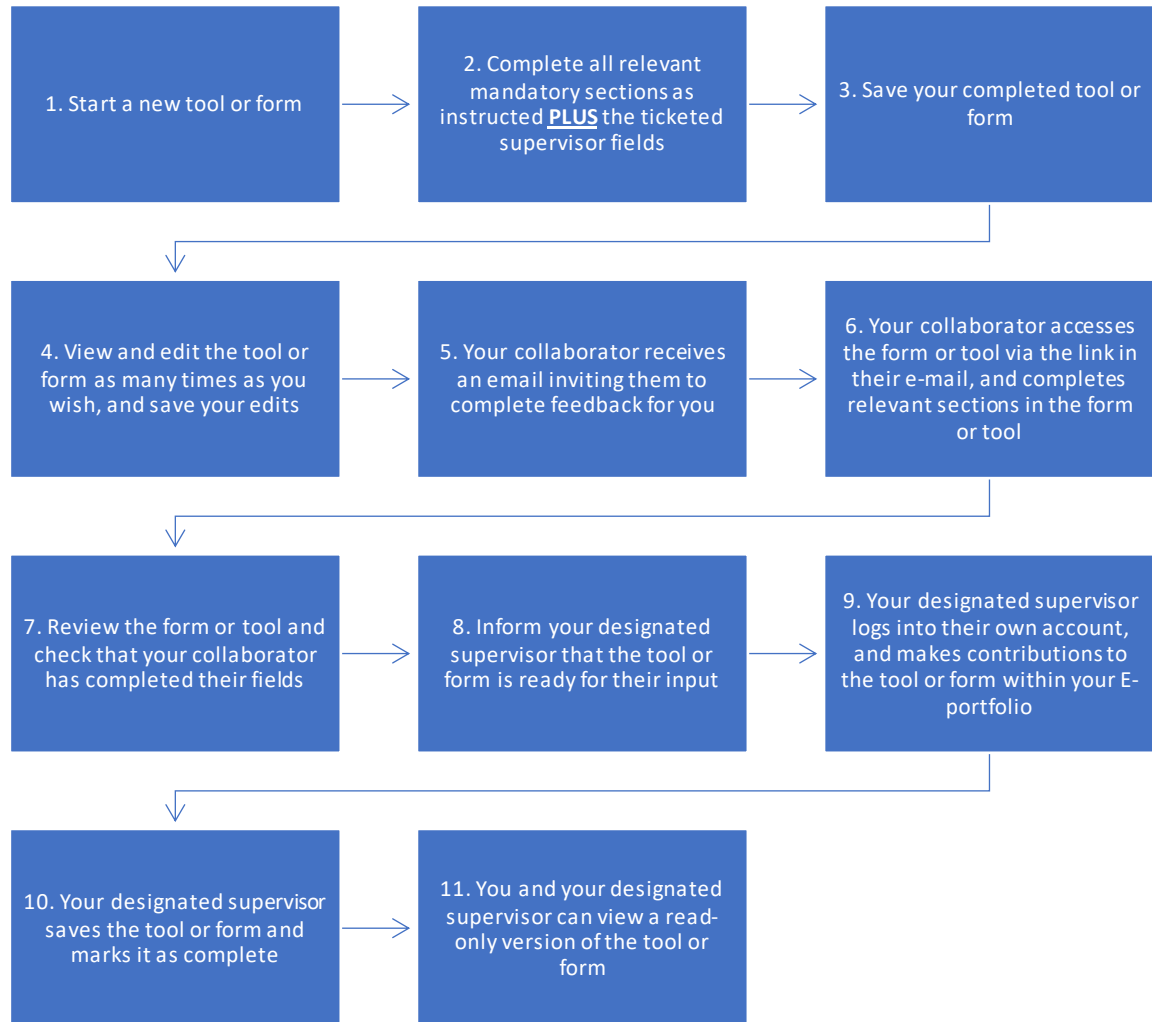


#### 4.1.2 Online process with Collaborator (using E-ticket)

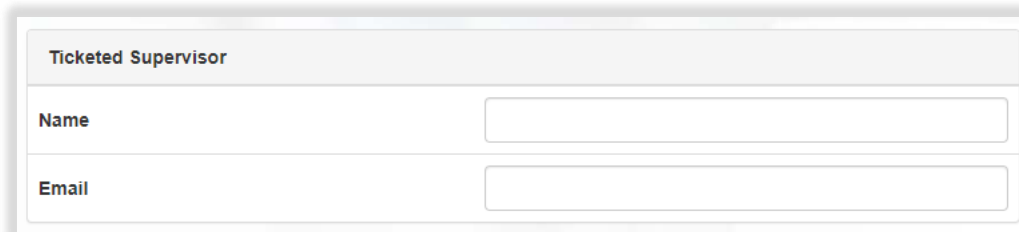
This process is for you to seek feedback from a collaborator, such as a practice supervisor, who does not have their own account within the E-portfolio. The process is known as a ticket, e-ticket, or e-ticketing.

**NOTE** This process only provides collaborators 'one-time' access to complete a single assessment tool or form. If you would like a collaborator to provide feedback on more than one assessment tool or form, then you will need to send them a ticket for each one.

The process is outlined below:



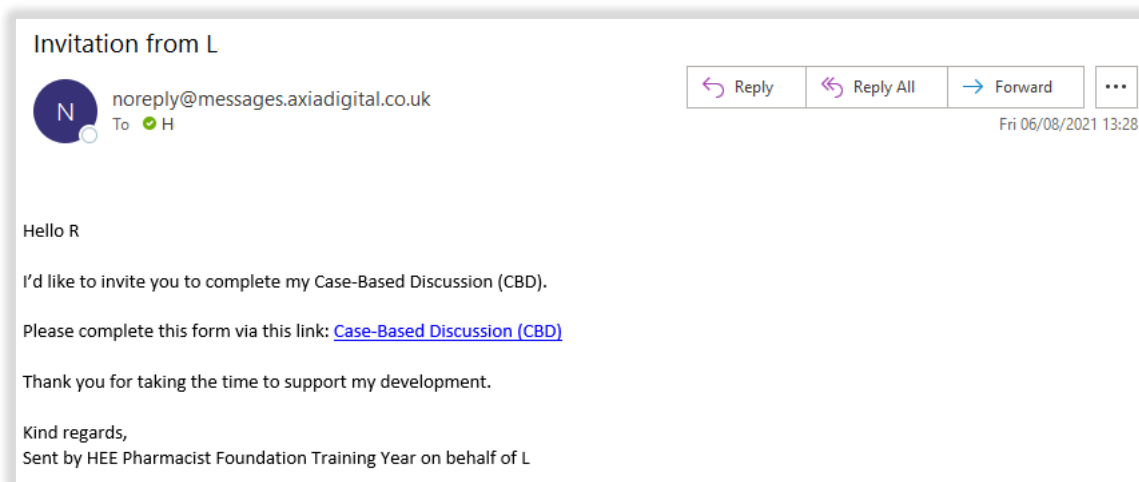
The ticketed supervisor fields are shown in the image below. You simply need to enter in their full name and email address.



The image shows a form titled "Ticketed Supervisor". It has two input fields: "Name" and "Email".

Once these fields are complete, you will be presented with a button to “Create Record and Send Email to Collaborator”. Once you click this button, an automatic email will be sent to your collaborator from the E-portfolio; an example is shown below.

Please advise your collaborator to also check their junk folder as the automatic emails can on occasions be filtered out as spam.



Your collaborator will have 28 days to provide feedback with the e-ticket process.

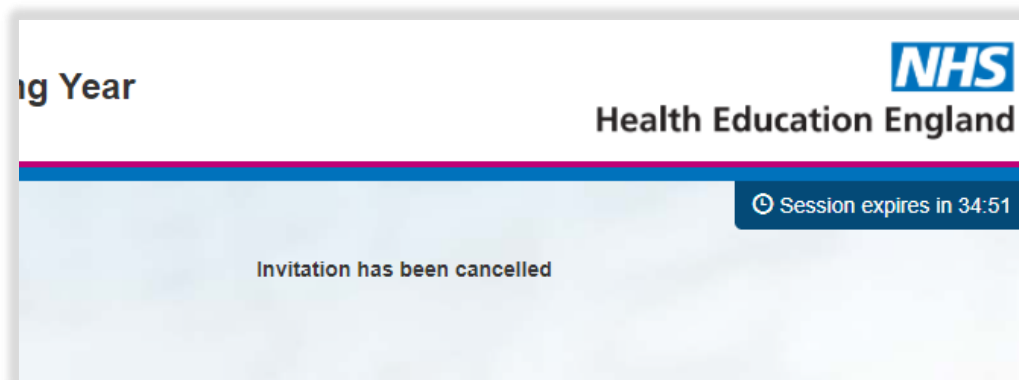
**NOTE:** The E-portfolio does not display details of when the invitation for a collaborator to provide feedback was sent, therefore you will need to log in on a regular basis and check whether your collaborator has provided feedback.

You can send collaborators' reminders if the email has not been received or has been deleted in error. If you have entered the incorrect email address, you can cancel the invitation, enter in the correct email, and send a new e-ticket invitation.

If your collaborator is not able to provide feedback, you will have the option of sending the invitation to another collaborator. Simply cancel the invitation and enter in the details for the alternative collaborator.



**NOTE:** If you cancel the invitation, the email to your original collaborator will no longer work and if they try to access the form or tool, they will receive a message informing them that they do not have access.



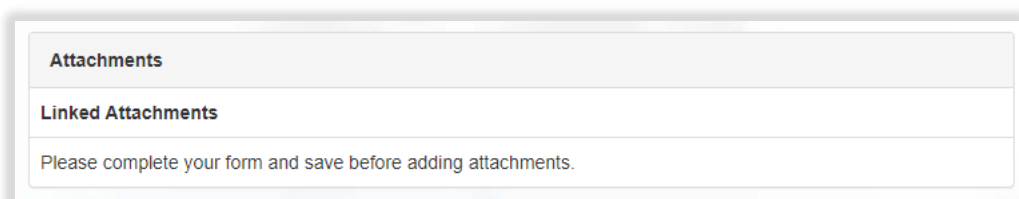
## 4.2 Uploads of assessment tools and forms

We understand that there may be occasions where you may not have access to a computer, tablet or mobile device, or situations where connectivity is poor, therefore you can print off paper versions of all assessment tools and forms from the HEE website and upload this to relevant sections of your E-portfolio, so they count towards your achievement of the HEE assessment activities and GPhC learning outcomes.

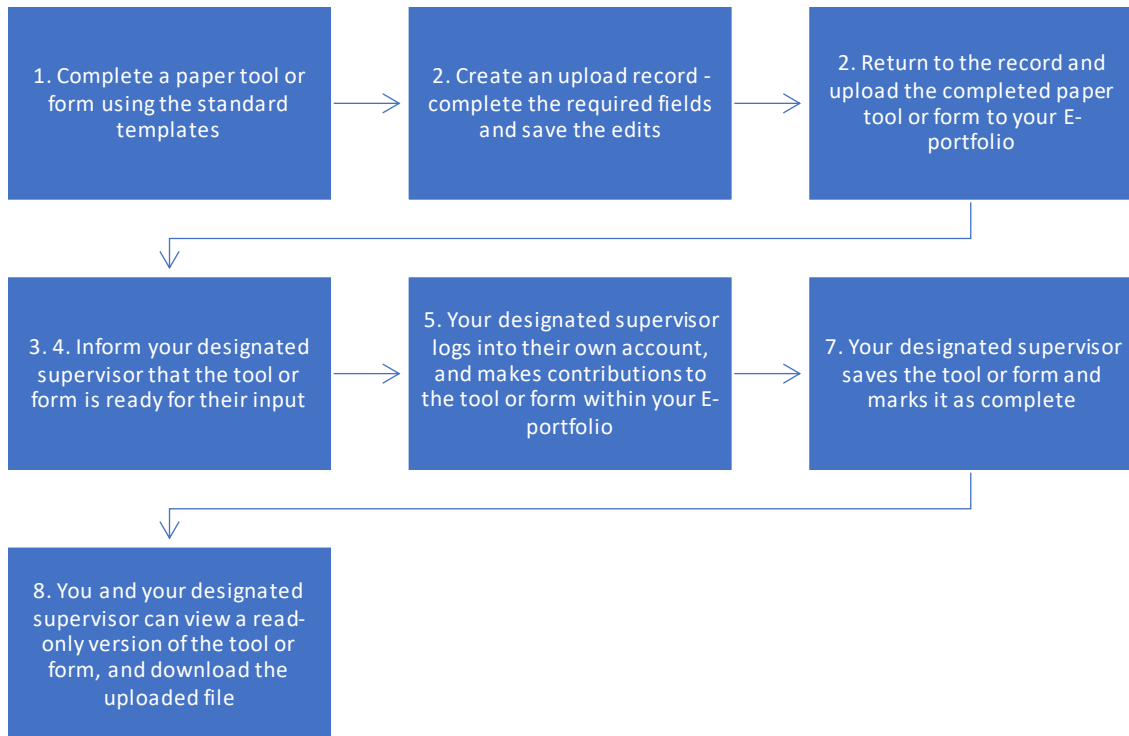
Downloadable versions of all assessment tools and forms can be found on the [HEE website](#); also see section 13 for the full list.

The upload process is an alternative process to the online process; you do not need to complete both. Also, with the upload process we assume that any paper versions of the assessment tools and forms are all complete therefore the e-ticket process does not apply here.

**NOTE:** To upload files, you must create a record, save it, and return to edit and upload relevant files. You will see a note in all records prompting you to complete the form first.



The process for uploading tools and forms is outlined below:



**NOTE:** The maximum file size for uploads is 20Mb.

**TIP:** Ensure that you are uploading files that are saved locally on your device. You will not be able to upload documents saved on a cloud-based service such as SharePoint or Dropbox. If you are using a tablet or mobile phone, you can take a photo of your assessment tool or form and upload this as an image.

### 4.3 Editing and viewing assessment tools and forms

You can edit any assessment tool or form by selecting “Edit” within the assessment tool/form summary page.

You will be able to make edits until the form is signed off by your designated supervisor

RA 1	01/01/2022	22 weeks	30/07/2021		<a href="#">View</a> <a href="#">Edit</a>
RA 2	20/04/2022	37 weeks	30/07/2021		<a href="#">View</a> <a href="#">Edit</a>
RA 3	16/06/2021		30/07/2021		<a href="#">View</a> <a href="#">Edit</a>

Once an assessment tool or form is signed off it will only appear in ‘View’ mode, and details of who and the date it was signed off will be populated in the ‘Completed’ column.

RA 4 EDIT	29/07/2021	0 weeks	30/07/2021	Has been signed off on 30/07/2021	<a href="#">View</a>
-----------	------------	---------	------------	-----------------------------------	----------------------

You can view any assessment tools or forms by selecting “View” within the assessment tool/form summary page. This will display a read only version of the record.

RA 1	01/01/2022	22 weeks	30/07/2021		<a href="#">View</a> <a href="#">Edit</a>
RA 2	20/04/2022	37 weeks	30/07/2021		<a href="#">View</a> <a href="#">Edit</a>
RA 3	16/06/2021		30/07/2021		<a href="#">View</a> <a href="#">Edit</a>

**NOTE:** There is no functionality to delete records within the E-portfolio. If you create a record in error or complete a practice one, you can edit and update the record later to reflect a new activity conducted in practice.

## 5 Identifying your Development Needs

### 5.1 Learning Needs Analysis (LNA)

We have incorporated several tools to help you identify your strengths and areas for development.

The learning needs analysis (LNA) is a tool which enables you and your designated supervisor to identify and prioritise your most important learning needs for the foundation training year.

This is a snapshot of your practice and can be used to highlight your areas for development.

You will need to work through the learning outcomes within the LNA and rate your ability in demonstrating the learning outcome, and the priority of that outcome to your current practice (as this will differ across sectors).

An LNA should be completed at the start of your training year and at your 26 weeks review between you and your designated supervisor. You may wish to complete the LNA at other points in the training year following regular review meetings at weeks 13 and 39. This will need to be discussed between you and your designated supervisor.

The LNA will feed into your personal development plan (PDP) which will direct your learning until the next scheduled review with your designated supervisor.

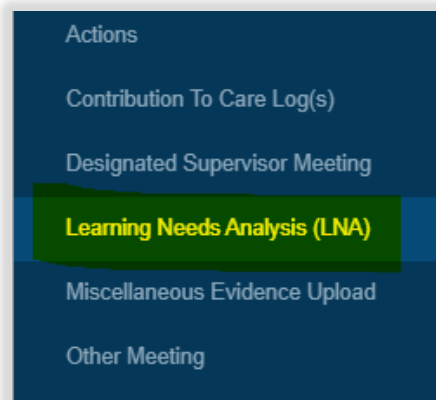
You will be prompted to set actions within the LNA which will form your PDP. We recommend that you create between 20 and 30 actions to focus your learning and development – maximum of 30 actions. This is based on completing the LNA twice in your training year. Your designated supervisor can also provide you with guidance on how many actions are appropriate (based on the interval between your review meetings with your designated supervisor).

Once all learning outcomes have been rated, you and/or your designated supervisor will be able to mark the LNA as complete. Once submitted and signed off, the LNA will be closed and cannot be edited any further.

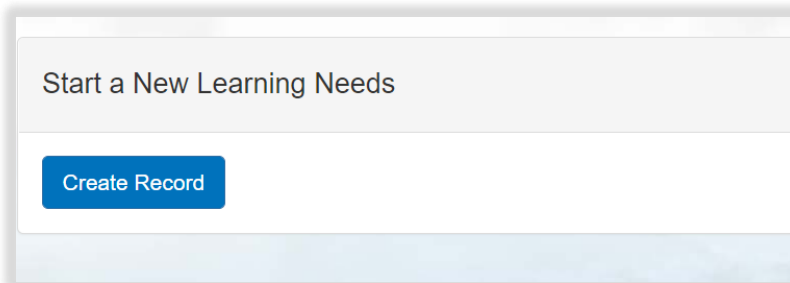
A downloadable copy of the LNA and PDP can be found [here](#).

### 5.1.1 Completing a Learning Needs Analysis

To complete a learning needs analysis, select the “Learning Needs Analysis” option from the navigation menu.



Select “Create Record” to open a new LNA.



Click on each domain to open and view the sections.

**NOTE:** The first domain ‘Person – Centred Care and Collaboration’ is always fully expanded whereas other domains appear collapsed.

Domain: Person - Centred Care and Collaboration [\[click to toggle\]](#)

To open the domain section, select 'click to toggle'.

Domain: Person - Centred Care and Collaboration <a href="#">[click to toggle]</a>			
Level	Outcome	Trainee Rating	Priority
Does	1. Demonstrate empathy and keep the person at the centre of their approach to care at all times	<input type="button" value="High"/> <input type="button" value="Medium"/> <input type="button" value="Low"/>	<input type="button" value="High"/> <input type="button" value="Medium"/> <input type="button" value="Low"/>
Does	2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing	<input type="button" value="High"/> <input type="button" value="Medium"/> <input type="button" value="Low"/>	<input type="button" value="High"/> <input type="button" value="Medium"/> <input type="button" value="Low"/>
Does	3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person	<input type="button" value="High"/> <input type="button" value="Medium"/> <input type="button" value="Low"/>	<input type="button" value="High"/> <input type="button" value="Medium"/> <input type="button" value="Low"/>
Does	4. Understand the variety of settings and adapt their communication accordingly	<input type="button" value="High"/> <input type="button" value="Medium"/> <input type="button" value="Low"/>	<input type="button" value="High"/> <input type="button" value="Medium"/> <input type="button" value="Low"/>
Does	5. Proactively support people to make safe and effective use of their medicines and devices	<input type="button" value="High"/> <input type="button" value="Medium"/> <input type="button" value="Low"/>	<input type="button" value="High"/> <input type="button" value="Medium"/> <input type="button" value="Low"/>

Work through the sections and assess yourself against all the learning outcomes from the framework.

You will need to indicate:

- Your current rating in demonstrating the outcome
- The priority of that outcome to your current practice

**NOTE:** Outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

Does	36. Apply relevant legislation related to prescribing	<input type="button" value="High"/> <input checked="" type="button" value="Medium"/> <input type="button" value="Low"/>	<input checked="" type="button" value="High"/> <input type="button" value="Medium"/> <input type="button" value="Low"/>
N/A	37. Prescribe effectively within the relevant systems and frameworks for medicines use		
Shows how	38. Understand clinical governance in relation to prescribing	<input type="button" value="High"/> <input type="button" value="Medium"/> <input checked="" type="button" value="Low"/>	<input type="button" value="High"/> <input type="button" value="Medium"/> <input checked="" type="button" value="Low"/>

The ratings are outlined below:

### Trainee Rating

Rating	Explanation
High	I have evidence to show I have the knowledge, skills or experience needed to consistently demonstrate this learning outcome at the required level.
Medium	I have the knowledge, skills, or experience but have not had the opportunity to fully demonstrate at the required level. I will include this in my action planning.
Low	I don't have the knowledge, skills, or experience to demonstrate this outcome yet. I will include this in my action planning.

### Priority

Rating	Explanation
High	This is a high priority for my role as a trainee pharmacist.
Medium	This is a medium priority for my role as a trainee pharmacist.
Low	This is low priority for my role as a trainee pharmacist.

You will see that for certain ratings icons will appear next to each outcome.

Outcomes that require further development are highlighted by a PDP **action** icon



. Full details of all icons can be found in the table in **section 4.2**.

Domain: Person - Centred Care and Collaboration <a href="#">[click to toggle]</a>			
Level	Outcome	Trainee Rating	Priority
Does	1. Demonstrate empathy and keep the person at the centre of their approach to care at all times	High	High
		Medium	Medium
		Low	Low
Does	2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing	High	High
		Medium	Medium
		Low	Low
Does	3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person	High	High
		Medium	Medium
		Low	Low
Does	4. Understand the variety of settings and adapt their communication accordingly	High	High
		Medium	Medium
		Low	Low
Does	5. Proactively support people to make safe and effective use of their medicines and devices	High	High
		Medium	Medium
		Low	Low

Once you have completed rating yourself, select the “Save Changes” button to save your decisions.

Domain: Education and research [\[click to toggle\]](#)

**Learner Comments**

Test

**Supervisor Comments**

Save Changes

**NOTE** All mandatory fields of the LNA need to be completed for the record to be saved as complete. If you have no comments, please ensure you indicate this as ‘N/A’ or ‘No comments’.










**TIP:** You can quickly identify any incomplete ratings as they are highlighted in orange text.

Does	10. Demonstrate effective consultation skills, and in partnership with the person, decide the most appropriate course of action	High Medium Low	High Medium Low
Does	11. Take into consideration factors that affect people's behaviours in relation to health and wellbeing	High Medium Low	High Medium Low



### 5.1.2 Learning Needs Analysis icons

The table below summarises the icons that you might see in the learning needs analysis tool. The action column describes the action a trainee can take if they click on the icon within the learning needs analysis.

Icon	Description	Action (when icon is clicked)
	Low ability – High relevance rating (Priority 1 <b>action</b> )	Create task
	Medium ability – High relevance rating (Priority 2 <b>action</b> )	Create task
	Low ability – Medium relevance rating (Priority 3 <b>action</b> )	Create task
	Medium ability – Medium relevance rating (Priority 4 <b>action</b> )	Create task
	Low ability – High relevance rating (Priority 1 <b>task</b> )	View and edit task
	Medium ability – High relevance rating (Priority 2 <b>task</b> )	View and edit task
	Low ability – Medium relevance rating (Priority 3 <b>task</b> )	View and edit task
	Medium ability – Medium relevance rating (Priority 4 <b>task</b> )	View and edit task
	Task completed	View task

### 5.1.3 Creating and managing tasks

Clicking on the action icon will enable you to create a task. You should create a learning action and decide the deadline by when it will be achieved. The evaluation field is to be filled in once you have carried out the action.

You will need to complete the BRAG status (Red, Amber, Green or Blue as Done).



To do this, click on the traffic light icon and select your status.

You will also need to select whether you want to include this task within your current PDP. Please note this is defaulted to 'Yes'.

Once completed, click "Save Task (Create New)".

Personal Development Plan Action

X

Task Priority: 3

Learning Action

Evaluation

Deadline

DD/MM/YYYY


BRAG Status

Include this task in my current PDP?

☒ Yes
 ☐ No

Green

Save Task (Create New)

Once you have created a task the icon changes to a task icon . You can create as many tasks as you wish for each learning outcome. Each icon represents a single task.

	Trainee Rating	Priority
their approach to care at all times	High	High
	Medium	Medium
	Low	Low
em in shared decision-making about their	High	High
	Medium	Medium
	Low	Low
t their approach and communication style	High	High
	Medium	Medium
	Low	Low

If you have chosen to include the task in your current PDP, it will be saved under the 'Personal Development Plan (PDP)' area on the navigation menu. For more information about the PDP, see section 4.2.

When you have completed a task, ensure that you complete your evaluation of the task. Click on the icon and complete the 'Evaluation' field and select "Save Task".

**NOTE:** Learning needs analysis actions will appear as a list of actions linked to your PDP and not in your Actions log. For more information about Action logs see section 9.

When you go back to the LNA, the summary screen will appear.

Title	Stage of Programme	Date Created	Actions
LNA 1	Start of Training	29/07/2021	<a href="#">View</a>
LNA 2	Week 26	06/08/2021	<a href="#">View</a>
LNA 3	Other	09/08/2021	<a href="#">View</a> <a href="#">Edit</a>

You will have the option to 'view' or 'edit' your LNA. You can edit the LNA as many times as you wish, until the point you 'Mark it as complete'

**NOTE:** You cannot have more than one active LNA in progress. You must complete your existing LNA, before starting a new one.

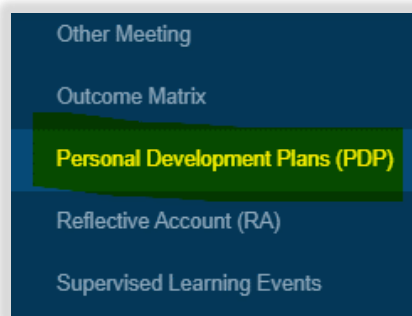
## 5.2 Personal Development Plan (PDP)

Personal development plans (PDPs) are specific plans of activities set for the next significant period of learning (this period will vary between trainees and designated supervisors).

A new PDP will be created for each LNA that is completed. Your designated supervisor will sign off your PDP, once they are satisfied that you've completed all necessary actions.

### 5.2.1 Reviewing your Personal Development Plan

To access your PDP, select 'Personal Development Plans (PDP)' from the navigation menu.



Your PDP will appear. You do not have to create a new PDP as one is automatically generated when you create actions within your LNA.

Personal Development Plans (PDP)					
Personal Development Plans (PDP) <a href="#">[click to toggle]</a>					
Date Created (LNA)	Programme Stage	Task Progress	Completed?	Date Completed	Action
28/07/2021	Start of Training	0 of 3 completed			<a href="#">View</a> <a href="#">Edit</a>

To view your 'PDP' click "View". This displays a read only version.

You will be able to view the PDP page and view and edit your actions.

LNA 2

My PDP actions description.

PDP Date (LNA Date) :

06/08/2021

Stage of programme (LNA Programme stage) :




Week 26

PDP Progress :

2 of 6 completed

Show 10 entries

Search:

Learning Outcome	Required Level	Learning Action(s)	Evaluation	Deadline	BRAG Status
2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing	Does	LNA 2 actions 1		25/11/2021	 View Task
23. Recognise the technologies that are behind developing advanced therapeutic medicinal products and precision medicines, including the formulation, supply and quality assurance of these therapeutic agents	Knows how	LNA 2 action 4		16/12/2021	 View Task
31. Critically evaluate and use national guidelines and clinical evidence to support safe, rational and cost-effective procurement for the use, and prescribing (by others) of, medicines, devices and services	Does	LNA 2 action 5			 View Task

You can choose to view more action items on a page by selecting “Show” and selecting the number of items you want displayed from the drop-down list.

LNA 2

My PDP actions description.

PDP Date (LNA Date) :

06/08/2021

Stage of programme (LNA Programme stage) :

Week 26

PDP Progress :

2 of 6 completed

Show 10 entries

Search:

Learning Outcome	Required Level	Learning Action(s)	Evaluation	Deadline	BRAG Status

You can search for actions by typing in text in the search field.

LNA 2

My PDP actions description.

PDP Date (LNA Date) :

06/08/2021

Stage of programme (LNA Programme stage) :

Week 26

PDP Progress :

2 of 6 completed

Show 10 entries

Search:

Learning Outcome	Required Level	Learning Action(s)	Evaluation	Deadline	BRAG Status
------------------	----------------	--------------------	------------	----------	-------------

You can additionally sort your actions by clicking on the arrows next to each column.

LNA 2

My PDP actions description.

PDP Date (LNA Date) :

06/08/2021

Stage of programme (LNA Programme stage) :

Week 26

PDP Progress :

2 of 6 completed

Show 10 entries

Search:

Learning Outcome	Required Level	Learning Action(s)	Evaluation	Deadline	BRAG Status
------------------	----------------	--------------------	------------	----------	-------------

To view more actions on subsequent pages, use the page options at the bottom of the screen

Showing 1 to 10 of 11 entries

Previous

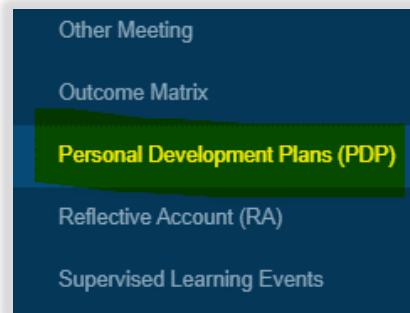
1

2

Next

## 5.2.2 Editing your Personal Development Plan

To access your PDP, select 'Personal Development Plans (PDP)' from the navigation menu.




Your PDP will appear. You do not have to create a new PDP as one is automatically generated when you create actions within your LNA.

Personal Development Plans (PDP)					
Personal Development Plans (PDP)					
<a href="#">[click to toggle]</a>					
Date Created (LNA)	Programme Stage	Task Progress	Completed?	Date Completed	Action
28/07/2021	Start of Training	0 of 3 completed			<a href="#">View</a> <a href="#">Edit</a>

To edit your 'PDP' click "Edit". Your PDP will appear

LNA 2					
My PDP actions description.					
PDP Date (LNA Date) :		06/08/2021			
Stage of programme (LNA Programme stage) :		Week 26			
PDP Progress :		2 of 6 completed			
Show <input type="text" value="10"/> entries		Search: <input type="text"/>			
Learning Outcome	Required Level	Learning Action(s)	Evaluation	Deadline	BRAG Status
2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing	Does	LNA 2 actions 1		25/11/2021	<div>Amber</div> <a href="#">View Task</a>
23. Recognise the technologies that are behind developing advanced therapeutic medicinal products and precision medicines, including the formulation, supply and quality assurance of these therapeutic agents	Knows how	LNA 2 action 4		16/12/2021	<div>Green</div> <a href="#">View Task</a>

You can edit individual tasks by selecting 'View Task'.

Learning Outcome	Required Level	Learning Action(s)	Evaluation	Deadline	BRAG Status
2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing	Does	LNA 2 actions 1		25/11/2021	 View Task

Make any required edits within the pop-up window and click 'Save Task (Update)' to save edits.

Personal Development Plan Action

Task Priority: 3

Learning Action


LNA 3 action 2

Evaluation

Deadline

DD/MM/YYYY

BRAG Status



Include this task in my current PDP?

☒ Yes
 ☐ No

Save Task (Update)



Once you have made relevant edits to the tasks, ensure you add some comments to the trainee comments fields at the bottom of the screen.

The screenshot shows a 'PDP Summary' form. It has two main sections for comments: 'Trainee Comments' and 'DS Comments'. The 'Trainee Comments' section includes a sub-label 'SMART: Specific, Measurable, Achievable, Realistic and Timely'. Both sections have large text input areas. At the bottom of the form is a prominent pink bar containing a yellow 'Save Changes' button.

Selected "Save Change" when you are done.

You will be able to come back and edit your PDP by clicking on "Edit" next to the appropriate record until it is signed off by your designated supervisor.

Personal Development Plans (PDP)					
Personal Development Plans (PDP)					
<a href="#">[click to toggle]</a>					
Date Created (LNA)	Programme Stage	Task Progress	Completed?	Date Completed	Action
29/07/2021	Start of Training	3 of 13 completed	Yes		<a href="#">View</a>
06/08/2021	Week 26	2 of 6 completed	Yes		<a href="#">View</a>
09/08/2021	Other	0 of 2 completed			<a href="#">View</a> <a href="#">Edit</a>

Once it is signed off it will become read only.

## 6 Meeting Records

It is important to capture discussions of meetings that you have with your designated supervisor and other colleagues. The E-portfolio contains three forms that can be used to record meetings:

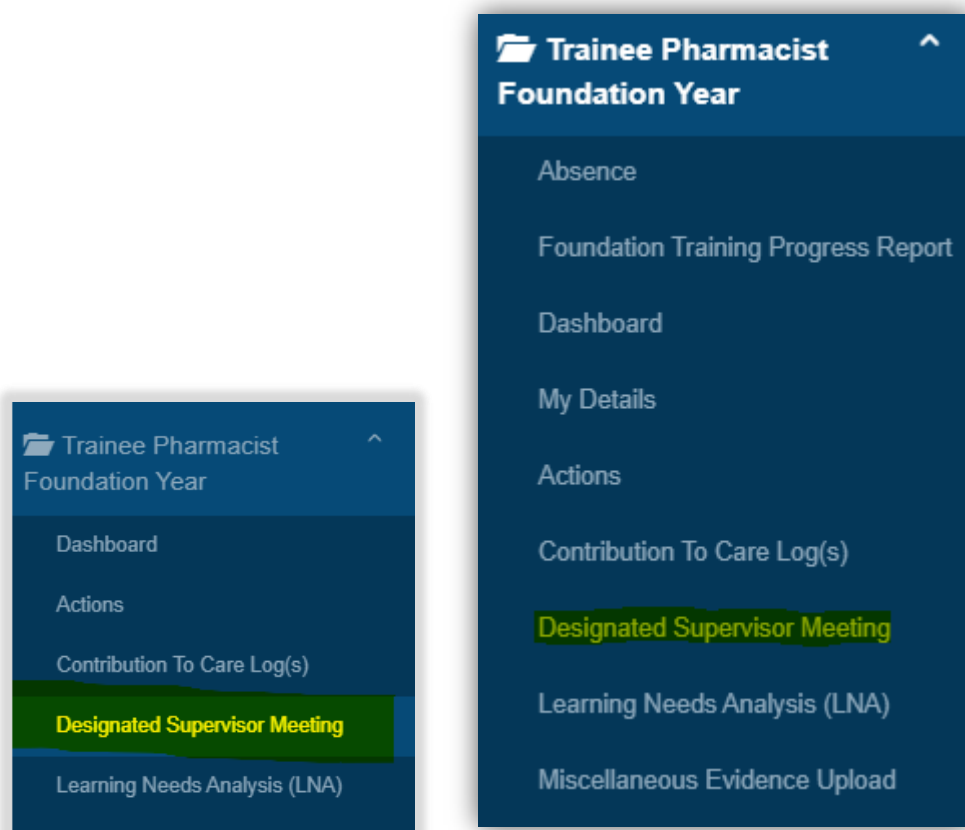
- Designated supervisor meeting form
- Foundation Training Progress Report form
- Other meetings form

### 6.1 Designated Supervisor Meeting

This is a form which will allow you to record a summary and outputs of general meetings with your designated supervisor. A downloadable version of the form can be found [here](#).

#### 6.1.1 Creating and completing a Designated Supervisor Meeting form

To access the Designated Supervisor Meeting form, select 'Designated Supervisor Meeting' from the navigation menu.



Select "Start New Form" to create a new record.

Designated Supervisor Meeting

No existing records found.

Upload Form

Start New Form

The form will appear. Complete the required fields as instructed.

**NOTE:** The 'Date of Next Meeting' field should be a date after the 'Date of Meeting'. If you try to enter an earlier date you will receive a pop-up message informing you of this.

When you have completed all the required fields, select "Create Record".

**NOTE** You do not need to map designated meeting forms to any assessment activities or learning outcomes, and you will not see a section to map to frameworks.

You will receive confirmation that the record has been saved and created.

### Designated Supervisor Meeting

A form for you to record a summary and outputs of meetings with your designated supervisor.

**Success!** Your action was completed successfully.

You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your meeting, select “Edit” to view the record you have just created and upload a file.

### Designated Supervisor Meeting

A form for you to record a summary and outputs of meetings with your designated supervisor.

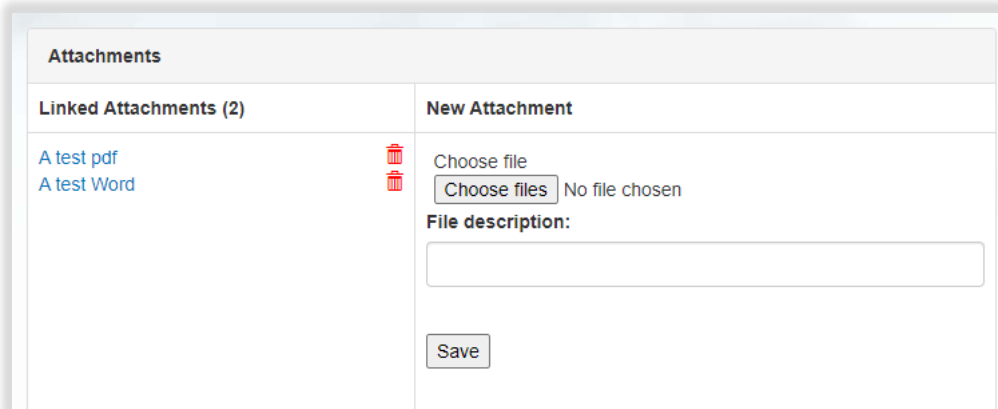
Date of Meeting	Stage of Training (in weeks)	Date Created	Completed	Actions
12/10/2021	10 weeks	09/08/2021		<a href="#">View</a> <a href="#">Edit</a>

Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

Attachments

Linked Attachments (0)	New Attachment
	<div>Choose file</div> <div> <input type="button" value="Choose files"/> <span>No file chosen</span> </div> <div>File description:</div> <div></div> <div> <input type="button" value="Save"/> </div>

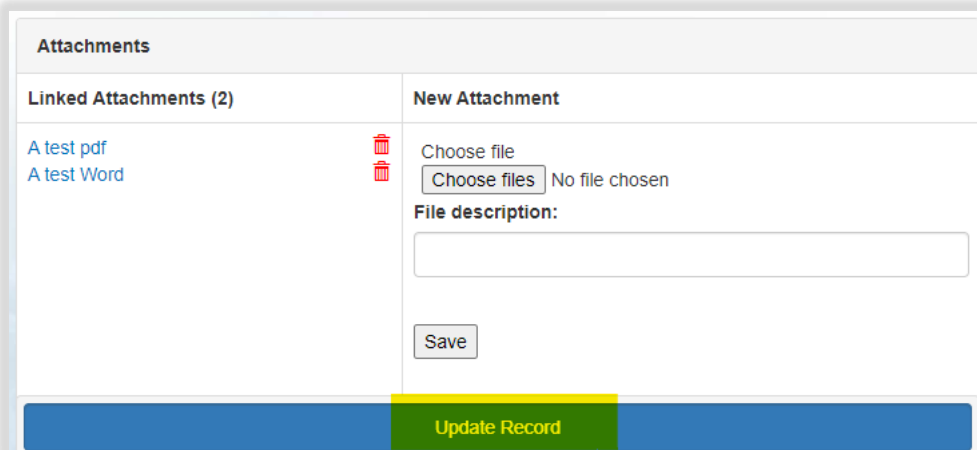
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



The screenshot shows a web interface titled "Attachments". It is divided into two main sections: "Linked Attachments (2)" and "New Attachment".

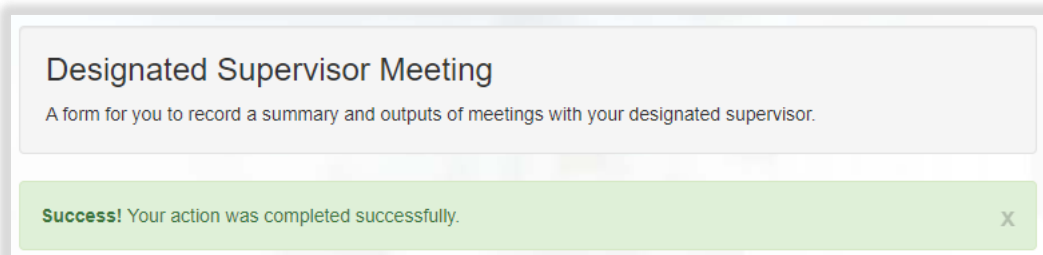
- Linked Attachments (2):** This section contains two links: "A test pdf" and "A test Word". To the right of these links are two red trash can icons, indicating that they can be deleted.
- New Attachment:** This section contains a "Choose file" label, a "Choose files" button, and the text "No file chosen". Below this is a "File description:" label and a text input field. At the bottom of this section is a "Save" button.

When you are finished editing select "Update Record".



This screenshot is identical to the previous one, showing the "Attachments" section. However, at the bottom of the interface, there is a horizontal bar with three buttons: a blue "Cancel" button, a green "Update Record" button, and another blue button. The "Update Record" button is highlighted with a yellow background, indicating it is the next step to take.

You will receive confirmation that the record has been updated.



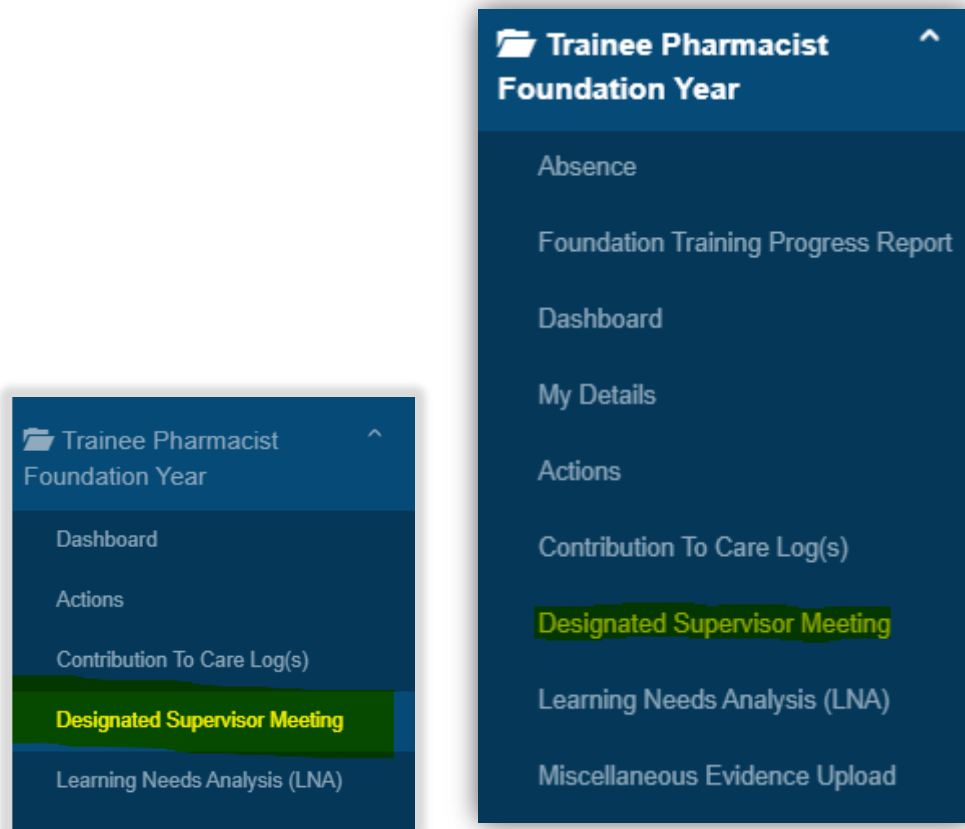
The screenshot shows a form titled "Designated Supervisor Meeting". Below the title is a subtitle: "A form for you to record a summary and outputs of meetings with your designated supervisor." At the bottom of the form, there is a green success message box that reads: "Success! Your action was completed successfully." with a close button (X) on the right.

You can view and edit the form as per instructions provided in section 4.3.

**NOTE:** The e-ticket process does not apply here as this form is not intended to be completed by collaborators.

### 6.1.2 Uploading a Designated Supervisor Meeting form

To access the Designated Supervisor Meeting form, select 'Designated Supervisor Meeting' from the navigation menu.



Select 'Upload Form' from the Designated Supervisor Meeting page.

The screenshot shows a web page titled 'Designated Supervisor Meeting'. Below the title, there is a message that says 'No existing records found.' At the bottom of the page, there are two buttons: 'Upload Form' and 'Start New Form'.

The form will appear. Complete the required fields as instructed.

### Designated Supervisor Meeting

A form for you to record a summary and outputs of meetings with your designated supervisor.

#### Meeting Details

Date of Meeting \*

DD/MM/YYYY

Stage of Training (in weeks) \*

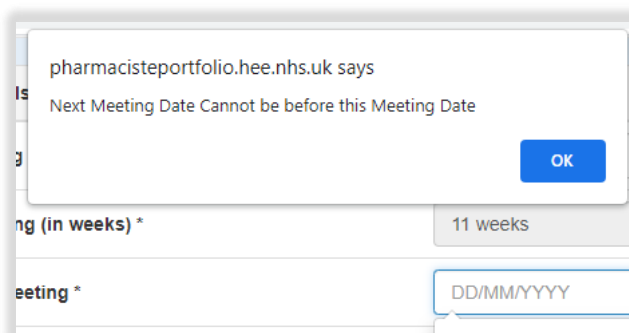
Date of Next Meeting \*

DD/MM/YYYY

Agreed action points with trainee \*  
using SMART objectives

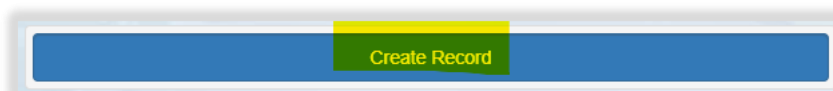
Designated Supervisor Comments

**NOTE:** The 'Date of Next Meeting' field should be a date after the 'Date of Meeting'. If you try to enter an earlier date you will receive a pop-up message informing you of this.



**NOTE:** You do not need to map Designated Supervisor meeting forms to any assessment activities or learning outcomes, and you will not see a section to map to frameworks.

When you have completed all the required fields, select "Create Record".



You will receive confirmation that the record has been saved and created and will be directed back to the main Designated Supervisor Meeting page.



### Designated Supervisor Meeting

A form for you to record a summary and outputs of meetings with your designated supervisor.

**Success!** Your action was completed successfully.



Select “Edit” to view the record you have just created and upload a file.

### Designated Supervisor Meeting

A form for you to record a summary and outputs of meetings with your designated supervisor.

Date of Meeting	Stage of Training (in weeks)	Date Created	Completed	Actions
12/10/2021	10 weeks	09/08/2021		<a href="#">View</a> <a href="#">Edit</a>

You will be able to view the record you have created with a section to now upload files. Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

#### Attachments

Linked Attachments (0)	New Attachment
	<p>Choose file</p> <p><a href="#">Choose files</a> No file chosen</p> <p>File description:</p> <input type="text"/> <p><a href="#">Save</a></p>

You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.

#### Attachments

Linked Attachments (2)	New Attachment
<p><a href="#">A test pdf</a></p> <p><a href="#">A test Word</a></p>	<p>Choose file</p> <p><a href="#">Choose files</a> No file chosen</p> <p>File description:</p> <input type="text"/> <p><a href="#">Save</a></p>

When you have finished editing select “Update Record”.

The screenshot shows a web interface for managing attachments. On the left, under the heading 'Attachments', there is a section 'Linked Attachments (2)' listing two files: 'A test pdf' and 'A test Word'. To the right of this list is a 'New Attachment' section. It contains a 'Choose file' button, a 'Choose files' button (which is disabled and shows 'No file chosen'), and a text input field for 'File description:'. Below the text input is a 'Save' button. At the bottom of the entire form is a prominent green button labeled 'Update Record'.

You will receive confirmation that the record has been updated.

The screenshot displays a confirmation message. At the top, it says 'Designated Supervisor Meeting' in bold, followed by the text 'A form for you to record a summary and outputs of meetings with your designated supervisor.' Below this, there is a green banner with the text 'Success! Your action was completed successfully.' and a small 'X' icon to close the message.

You can view and edit the form as per instructions provided in section 4.3.

## 6.2 Foundation Training Progress Report

This is a form which will allow you and your Designated Supervisor to record details of formal progress reviews (required by the GPhC) which must take place at 13, 26, and 39 weeks into your Foundation Training Year. The GPhC require that you conduct a meeting to discuss your progress with your Designated Supervisor at each of these points and complete the accompanying GPhC form, which is available on the GPhC [webpage](#).

Your Designated Supervisor will assess your progress throughout the year and indicate that your progress is either ‘Satisfactory’ or ‘Unsatisfactory’ and be required to sign off the record once it is completed.

In advance of the week 13 and week 26 progress meeting with your Designated Supervisor, you should download the GPhC [form and complete it as appropriate](#).

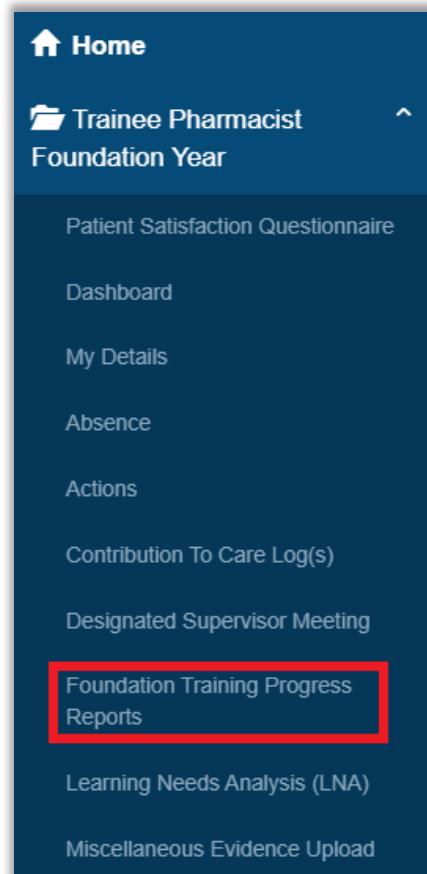
**NOTE:** The week 39 progress report must be completed on your MyGPhC portal and is not a downloadable form.

The following guidance outlines what you need to complete as a trainee pharmacist within the E-portfolio.

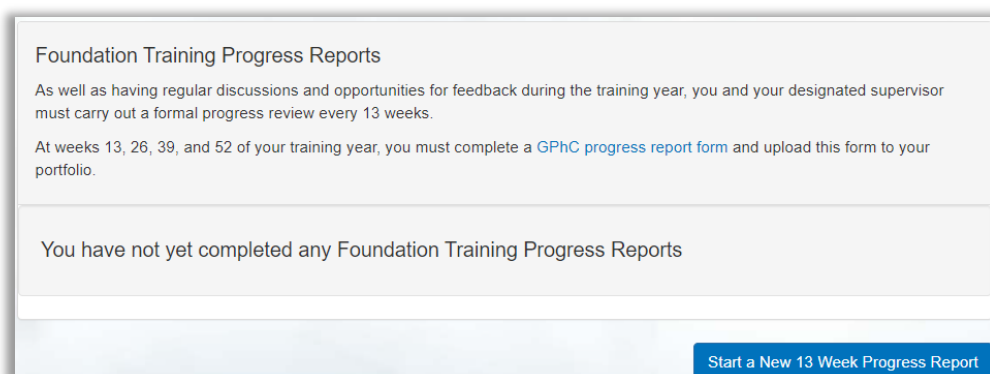
### 6.2.1 Creating and completing a Foundation Training Progress Report form

#### **Week 13**

To access the Foundation Training Progress Report form within the E-portfolio, select 'Foundation Training Progress Report' from the navigation menu.



Select "Start a New Week 13 Progress Report" button to create a new record.



The form will appear. If this is your first progress report, the “Progress Report” field will show that this is your Week 13 report, but if you have already created a report, this field will show the next relevant week (i.e., 26, or 39). Please note that you are only able to create one copy of the Week 13, and Week 26 progress reports throughout the year.

Enter in the “Date of Report” field – this date should be the date that you met with your Designated Supervisor to assess your progress. The “No of Weeks Since Starting Training” field will be auto populated.

Please note that as a Trainee, you do not have permissions to award a rating for the report as this is the responsibility of your Designated Supervisor.

### Foundation Training Progress Report

As well as having regular discussions and opportunities for feedback during the training year, you and your designated supervisor must carry out a formal progress review every 13 weeks.

At weeks 13, 26, 39, and 52 of your training year, you must complete a [GPhC progress report](#) form.

The completed form should be uploaded to this record within your E-portfolio where your progress will be assessed as 'Satisfactory' or 'Unsatisfactory' by your Designated Supervisor.

If the result of your Foundation Training Progress Report is 'Unsatisfactory' you must report this to the GPhC using the following link – <https://www.mygphc.org/signin>

Report Details	
Progress Report *	Week 13
Date of Report *	<input type="text" value="DD/MM/YYYY"/>
No of Weeks Since Starting Training *	<input type="text"/>
Assessment Outcome *	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

### Attachments

Please complete the fields above and save before adding attachments.

Create Record

When you have completed this field, click “Create Record”.



**NOTE** You do not need to map progress report forms to any assessment activities or learning outcomes, and you will not see a section to map to frameworks.

You will be returned to the summary page and see confirmation that the record has been saved and created.

**Success!** Your action was completed successfully. X

**Foundation Training Progress Reports**  
 As well as having regular discussions and opportunities for feedback during the training year, you and your designated supervisor must carry out a formal progress review every 13 weeks.  
 At weeks 13, 26, 39, and 52 of your training year, you must complete a [GPhC progress report form](#) and upload this form to your portfolio.

Progress Report	Date of Report	Stage of Training	Last Updated	Outcome	Completed	Actions
Week 13	24/08/2021	13 weeks	16/03/2022			<div style="display: flex; gap: 5px;"> <div style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">View</div> <div style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Edit</div> </div>

You will have noticed that you were not able to attach files when first completing the form. To upload your completed copy of the GPhC progress report form, you will need to add this as an attachment to the record you have just created. Select “Edit” to view the record you have just created and upload this.

Please note that clicking “View” on this page will show you a read-only version of the form and you will not be able to amend the record while using this function.

**Foundation Training Progress Reports**  
 As well as having regular discussions and opportunities for feedback during the training year, you and your designated supervisor must carry out a formal progress review every 13 weeks.  
 At weeks 13, 26, 39, and 52 of your training year, you must complete a [GPhC progress report form](#) and upload this form to your portfolio.

Progress Report	Date of Report	Stage of Training	Last Updated	Outcome	Completed	Actions
Week 13	24/08/2021	13 weeks	16/03/2022			<div style="display: flex; gap: 5px;"> <div style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">View</div> <div style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px; border: 2px solid red;">Edit</div> </div>

Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

**Attachments**  

**Linked Attachments (0)**

**New Attachment**  

Choose files

No file chosen

**File description:**

Save

You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.

**Attachments**

Linked Attachments (2)	New Attachment
<a href="#">A test pdf</a> <a href="#">A test Word</a>	<div>Choose file</div> <div>Choose files No file chosen</div> <div>File description:</div> <div></div> <div>Save</div>

When you are finished editing select “Update Record”.

**Attachments**

Linked Attachments (2)	New Attachment
<a href="#">A test pdf</a> <a href="#">A test Word</a>	<div>Choose file</div> <div>Choose files No file chosen</div> <div>File description:</div> <div></div> <div>Save</div>

**Update Record**

You will receive confirmation that the record has been updated.

**Success!** Your action was completed successfully.

**Foundation Training Progress Reports**

As well as having regular discussions and opportunities for feedback during the training year, you and your designated supervisor must carry out a formal progress review every 13 weeks.

At weeks 13, 26, 39, and 52 of your training year, you must complete a [GPhC progress report form](#) and upload this form to your portfolio.

Progress Report	Date of Report	Stage of Training	Last Updated	Outcome	Completed	Actions
Week 13	24/08/2021	13 weeks	16/03/2022			<a href="#">View</a> <a href="#">Edit</a>

**NOTE:** The E-ticket process does not apply here as this form is not intended to be completed by collaborators.

Once you have performed the above steps, your Designated Supervisor will need to access the E-portfolio to complete the record and sign it off. You should inform your Designated Supervisor once the form is ready for them to complete.

Once the progress report has been signed off by the Designated Supervisor, they will mark you as either 'Satisfactory' or 'Unsatisfactory' at this stage of the training year. The outcome will be reflected in the dashboard with a symbol (as shown below) under the respective progress review column.


For an "Unsatisfactory" progress report outcome:



For a "Satisfactory" progress report outcome:



This outcome will be reflected on the summary page, and you will be presented with the option to start the next Foundation Training Progress Report (i.e., the Week 26 report).

Foundation Training Progress Reports						
As well as having regular discussions and opportunities for feedback during the training year, you and your designated supervisor must carry out a formal progress review every 13 weeks.						
At weeks 13, 26, 39, and 52 of your training year, you must complete a <a href="#">GPhC progress report form</a> and upload this form to your portfolio.						
Progress Report	Date of Report	Stage of Training	Last Updated	Outcome	Completed	Actions
Week 13	24/08/2021	13 weeks	16/03/2022		On 16/03/2022	<a href="#">View</a>
						<a href="#">Start a New 26 Week Progress Report</a>

Your result will also be reflected in the Training Progress Report module on the portfolio dashboard.



Training Progress Report	
Week 13	Satisfactory
Week 26	None Completed
Week 39	None Completed

## Week 26

To create a Week 26 report, follow the same steps as shown for the Week 13 report.

Once the progress report has been signed off by the designated supervisor, they will mark you as either 'Satisfactory' or 'Unsatisfactory' at this stage of the training year. The outcome will be reflected on the Progress Report summary page, and you will be presented with the option to start your next Foundation Training Progress Report (i.e., the Week 39 report).

Foundation Training Progress Reports						
As well as having regular discussions and opportunities for feedback during the training year, you and your designated supervisor must carry out a formal progress review every 13 weeks.						
At weeks 13, 26, 39, and 52 of your training year, you must complete a <a href="#">GPhC progress report form</a> and upload this form to your portfolio.						
Progress Report	Date of Report	Stage of Training	Last Updated	Outcome	Completed	Actions
Week 13	24/08/2021	13 weeks	16/03/2022	S	On 16/03/2022	<a href="#">View</a>
Week 26	29/11/2021	26 weeks	16/03/2022	S	On 16/03/2022	<a href="#">View</a>
						<a href="#">Start a New 39 Week Progress Report</a>

Your result will also be reflected in the Training Progress Report module on the portfolio dashboard.

Training Progress Report	
Week 13	Satisfactory
Week 26	Satisfactory
Week 39	None Completed

## **Week 39**

The Week 39 report is very similar to the previous reports but has some differences. You will not be able to download the form from the GPhC webpage. Instead, the form needs to be completed directly from your MyGPhC portal.

To create a new Week 39 report, click “Start a New 39 Week Progress Report” on the summary page.

Foundation Training Progress Reports						
As well as having regular discussions and opportunities for feedback during the training year, you and your designated supervisor must carry out a formal progress review every 13 weeks.						
At weeks 13, 26, 39, and 52 of your training year, you must complete a <a href="#">GPhC progress report form</a> and upload this form to your portfolio.						
Progress Report	Date of Report	Stage of Training	Last Updated	Outcome	Completed	Actions
Week 13	24/08/2021	13 weeks	16/03/2022	<span style="background-color: green; color: white; padding: 2px;">S</span>	On 16/03/2022	<a href="#">View</a>
Week 26	29/11/2021	26 weeks	16/03/2022	<span style="background-color: green; color: white; padding: 2px;">S</span>	On 16/03/2022	<a href="#">View</a>
						<a href="#">Start a New 39 Week Progress Report</a>

The Week 39 Progress Report form will appear. This form is similar to the previous reports within the E-portfolio but has some additional fields.

Enter in the “Date of Report” field – this date should be the date that you met with your Designated Supervisor to assess your progress. The “No of Weeks Since Starting Training” field will be auto populated.

Please note that as a Trainee, you do not have permissions to award a rating for the report. You are also not able to indicate whether this outcome has been reported to the GPhC. These fields can only be populated by your Designated Supervisor as they have responsibility for signing off your progress.

### Foundation Training Progress Report Week 39

As well as having regular discussions and opportunities for feedback during the training year, you and your designated supervisor must carry out a formal progress review every 13 weeks.

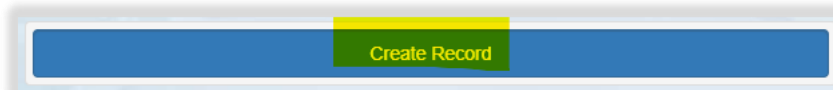
At weeks 13, 26, 39, and 52 of your training year, you must complete a [GPhC progress report form](#).

The completed form should be uploaded to this record within your E-portfolio where your progress will be assessed as 'Satisfactory' or 'Unsatisfactory' by your Designated Supervisor.

If the result of your Foundation Training Progress Report is 'Unsatisfactory' you must report this to the GPhC using the following link – <https://www.mygphc.org/signin>

Report Details	
Progress Report *	Week 39
Date of Report *	28/02/2022
No of Weeks Since Starting Training *	39 weeks
<b>Assessment Outcome *</b>  <p><i>The result of your week 39 progress report (regardless of outcome) must be reported to the GPhC by following this link - <a href="https://www.mygphc.org/signin">https://www.mygphc.org/signin</a></i></p> <p><i>Please note that your result is not automatically sent to the GPhC through the e-portfolio</i></p> <p><i>If you have previously reported an "Unsatisfactory" week-39 progress report to the GPhC and are undertaking a subsequent review, you are only required to report this to the GPhC once you have achieved a "Satisfactory" assessment</i></p> <p> <input type="radio"/> Satisfactory  <input type="radio"/> Unsatisfactory         </p>	
Has this progress report been logged within the trainee's MyGPhC? * <input type="radio"/> Yes <input type="radio"/> No	
Attachments	
Please complete the fields above and save before adding attachments.	
<div>Create Record</div>	

When you have completed the Date of Report field, click "Create Record".



**NOTE:** You do not need to map progress report forms to any assessment activities or learning outcomes, and you will not see a section to map to frameworks.

You will be returned to the summary page and see confirmation that the record has been saved and created.

**Success!** Your action was completed successfully. X

### Foundation Training Progress Reports

As well as having regular discussions and opportunities for feedback during the training year, you and your designated supervisor must carry out a formal progress review every 13 weeks.

At weeks 13, 26, 39, and 52 of your training year, you must complete a [GPhC progress report form](#) and upload this form to your portfolio.

Progress Report	Date of Report	Stage of Training	Last Updated	Outcome	Completed	Actions
Week 13	24/08/2021	13 weeks	16/03/2022	S	On 16/03/2022	<a href="#">View</a>
Week 26	29/11/2021	26 weeks	16/03/2022	S	On 16/03/2022	<a href="#">View</a>
Week 39	28/02/2022	39 weeks	16/03/2022			<a href="#">View</a> <a href="#">Edit</a>

You will have noticed that you were not able to attach files when first completing the form. To upload your completed copy of the GPhC progress report form, you will need to add this as an attachment to the record you have just created. Select “Edit” to view the record you have just created and upload this.

Please note that clicking “View” on this page will show you a read-only version of the form and you will not be able to amend the record while using this function.

### Foundation Training Progress Reports

As well as having regular discussions and opportunities for feedback during the training year, you and your designated supervisor must carry out a formal progress review every 13 weeks.



At weeks 13, 26, 39, and 52 of your training year, you must complete a [GPhC progress report form](#) and upload this form to your portfolio.

Progress Report	Date of Report	Stage of Training	Last Updated	Outcome	Completed	Actions
Week 13	24/08/2021	13 weeks	16/03/2022	S	On 16/03/2022	<a href="#">View</a>
Week 26	29/11/2021	26 weeks	16/03/2022	S	On 16/03/2022	<a href="#">View</a>
Week 39	28/02/2022	39 weeks	16/03/2022			<a href="#">View</a> <a href="#">Edit</a>



Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

Attachments	
Linked Attachments (0)	<b>New Attachment</b> Choose file <input type="button" value="Choose files"/> No file chosen File description: <input type="text"/> <input type="button" value="Save"/>

You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.

Attachments	
Linked Attachments (2)	<b>New Attachment</b> Choose file <input type="button" value="Choose files"/> No file chosen File description: <input type="text"/> <input type="button" value="Save"/>
<a href="#">A test pdf</a> <a href="#">A test Word</a>	 

When you are finished editing select “Update Record”.

Attachments	
Linked Attachments (2)	<b>New Attachment</b> Choose file <input type="button" value="Choose files"/> No file chosen File description: <input type="text"/> <input type="button" value="Save"/>
<a href="#">A test pdf</a> <a href="#">A test Word</a>	 
<input type="button" value="Update Record"/>	

You will receive confirmation that the record has been updated.

**Success!** Your action was completed successfully. X

### Foundation Training Progress Reports

As well as having regular discussions and opportunities for feedback during the training year, you and your designated supervisor must carry out a formal progress review every 13 weeks.

At weeks 13, 26, 39, and 52 of your training year, you must complete a [GPhC progress report form](#) and upload this form to your portfolio.

Progress Report	Date of Report	Stage of Training	Last Updated	Outcome	Completed	Actions
Week 13	24/08/2021	13 weeks	16/03/2022	<span>S</span>	On 16/03/2022	<a href="#">View</a>
Week 26	29/11/2021	26 weeks	16/03/2022	<span>S</span>	On 16/03/2022	<a href="#">View</a>
Week 39	28/02/2022	39 weeks	16/03/2022			<a href="#">View</a> <a href="#">Edit</a>

**NOTE:** The E-ticket process does not apply here as this form is not intended to be completed by collaborators.

Once you have performed the above steps, your Designated Supervisor will need to access the E-portfolio to complete the record and sign it off. You should inform your Designated Supervisor once the form is ready for them to complete.

Once the progress report has been signed off by the Designated Supervisor, they will mark you as either 'Satisfactory' or 'Unsatisfactory' at this stage of the training year. The outcome will be reflected on your dashboard.

If your Designated Supervisor awards a "Satisfactory" rating to your Week 39 Progress Report, you will no longer be able to create any new Foundation Training Progress Reports, but you will be able to view all previous reports from the summary page.

Foundation Training Progress Reports						
As well as having regular discussions and opportunities for feedback during the training year, you and your designated supervisor must carry out a formal progress review every 13 weeks.						
At weeks 13, 26, 39, and 52 of your training year, you must complete a <a href="#">GPhC progress report form</a> and upload this form to your portfolio.						
Progress Report	Date of Report	Stage of Training	Last Updated	Outcome	Completed	Actions
Week 13	24/08/2021	13 weeks	16/03/2022	S	On 16/03/2022	<a href="#">View</a>
Week 26	29/11/2021	26 weeks	16/03/2022	S	On 16/03/2022	<a href="#">View</a>
Week 39	28/02/2022	39 weeks	16/03/2022	S	On 16/03/2022	<a href="#">View</a>

Your result will also be reflected in the Training Progress Report module on the portfolio dashboard.

Training Progress Report	
Week 13	Satisfactory
Week 26	Satisfactory
Week 39	Satisfactory

If your Designated Supervisor awards an “Unsatisfactory” rating to your Week 39 Progress Report, you will be required to repeat the Week 39 report once you have addressed any issues in your practice that your Designated Supervisor has highlighted. Therefore, if your Designated Supervisor awards an “Unsatisfactory” rating to your Week 39 Progress Report, you will be presented with an option to “Start a New 39 Week Progress Report” within the Foundation Training Progress Reports summary page.

**NOTE:** the result of your first Week 39 progress report (regardless of outcome) must be reported to the GPhC through your MyGPhC account (<https://www.mygphc.org/signin>).

**Your result is not automatically sent to the GPhC through the E-portfolio.**

### Foundation Training Progress Reports

As well as having regular discussions and opportunities for feedback during the training year, you and your designated supervisor must carry out a formal progress review every 13 weeks.

At weeks 13, 26, 39, and 52 of your training year, you must complete a [GPhC progress report form](#) and upload this form to your portfolio.

Progress Report	Date of Report	Stage of Training	Last Updated	Outcome	Completed	Actions
Week 13	24/08/2021	13 weeks	16/03/2022	<b>S</b>	On 16/03/2022	<a href="#">View</a>
Week 26	29/11/2021	26 weeks	16/03/2022	<b>S</b>	On 16/03/2022	<a href="#">View</a>
Week 39	28/02/2022	39 weeks	16/03/2022	<b>U</b>	On 16/03/2022	<a href="#">View</a>

[Start a New 39 Week Progress Report](#)

Your result will also be reflected in the Training Progress Report module on the portfolio dashboard. Please note that this view will only show the most recent outcome of your Week 39 report.

### Training Progress Report

Week 13	<b>Satisfactory</b>
Week 26	<b>Satisfactory</b>
Week 39	<b>Unsatisfactory</b>

You can repeat the Week 39 report as many times as necessary within the E-portfolio. If you have previously reported an “Unsatisfactory” week-39 progress report to the GPhC and are undertaking a subsequent review, you are only required to report this to the GPhC once you have achieved a “Satisfactory” assessment.

Each time an “Unsatisfactory” report is signed off by your Designated Supervisor, the report will be shown in the summary table within the E-portfolio, and you will be presented with an option to “Start a New 39 Week Progress Report.”



### Foundation Training Progress Reports

As well as having regular discussions and opportunities for feedback during the training year, you and your designated supervisor must carry out a formal progress review every 13 weeks.

At weeks 13, 26, 39, and 52 of your training year, you must complete a [GPhC progress report form](#) and upload this form to your portfolio.

Progress Report	Date of Report	Stage of Training	Last Updated	Outcome	Completed	Actions
Week 13	24/08/2021	13 weeks	16/03/2022	S	On 16/03/2022	<a href="#">View</a>
Week 26	29/11/2021	26 weeks	16/03/2022	S	On 16/03/2022	<a href="#">View</a>
Week 39	28/02/2022	39 weeks	16/03/2022	U	On 16/03/2022	<a href="#">View</a>
Week 39	14/03/2022	41 weeks	16/03/2022	U	On 16/03/2022	<a href="#">View</a>

Start a New 39 Week Progress Report

Your result will also be reflected in the Training Progress Report module on the portfolio dashboard. Please note that this view will only show the most recent outcome of your Week 39 report.

### Training Progress Report

Week 13	Satisfactory
Week 26	Satisfactory
Week 39	Unsatisfactory

This process can be repeated until a “Satisfactory” outcome has been awarded by your Designated Supervisor – once this has been awarded, you will no longer be able to create any new Foundation Training Progress Reports, but you will be able to view all previous reports from the summary page.

Foundation Training Progress Reports						
As well as having regular discussions and opportunities for feedback during the training year, you and your designated supervisor must carry out a formal progress review every 13 weeks.						
At weeks 13, 26, 39, and 52 of your training year, you must complete a <a href="#">GPhC progress report form</a> and upload this form to your portfolio.						
Progress Report	Date of Report	Stage of Training	Last Updated	Outcome	Completed	Actions
Week 13	24/08/2021	13 weeks	16/03/2022	S	On 16/03/2022	<a href="#">View</a>
Week 26	29/11/2021	26 weeks	16/03/2022	S	On 16/03/2022	<a href="#">View</a>
Week 39	28/02/2022	39 weeks	16/03/2022	U	On 16/03/2022	<a href="#">View</a>
Week 39	14/03/2022	41 weeks	16/03/2022	U	On 16/03/2022	<a href="#">View</a>
Week 39	21/03/2022	42 weeks	16/03/2022	S	On 16/03/2022	<a href="#">View</a>

Your result will also be reflected in the Training Progress Report module on the portfolio dashboard. Please note that this view will only show the most recent outcome of your Week 39 report.

Training Progress Report	
Week 13	Satisfactory
Week 26	Satisfactory
Week 39	Satisfactory

Please note that once you have been awarded a “Satisfactory” outcome for the Week 39 Progress Report, this result must be reported to the GPhC through your MyGPhC account (<https://www.mygphc.org/signin>).

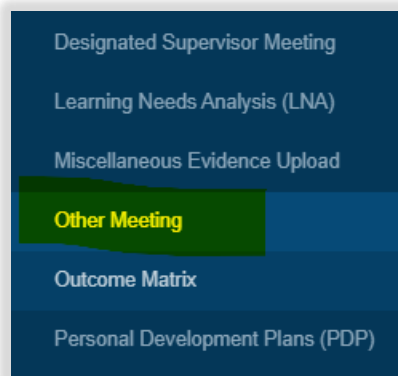
**Your result is not automatically sent to the GPhC through the E-portfolio.**

### 6.3 Other meeting

This is a form which allows you to record a summary and outputs from any relevant meeting that contributes to your overall development. A downloadable version of the form can be found [here](#).

#### 6.3.1 Creating and completing an Other Meeting form

To access the Other Meeting form, select 'Other Meeting' from the navigation menu.



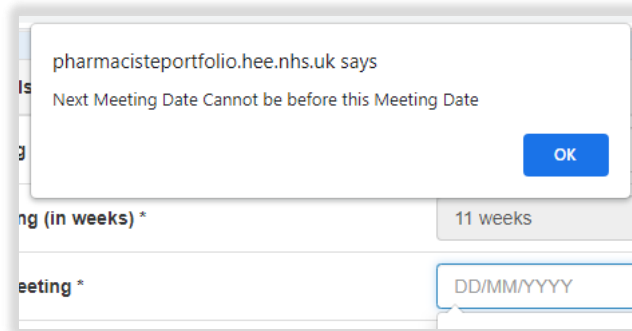
Select "Start New Form" to create a new record.

A screenshot of the 'Other Meeting' form overview. It has a header 'Other Meeting' and a message 'No existing records found.' Below the message are two buttons: 'Upload Form' and 'Start New Form'.

The 'Other Meeting' form will appear. Completed the required fields as instructed EXCEPT the 'Ticketed Supervisor' fields.

A screenshot of the 'Other Meeting' form. The title is 'Other Meeting' with a subtitle 'A form for recording a summary and outputs from any relevant meetings which contributes to your overall development.' Below is a section titled 'Meeting Details' containing several fields: 'Date of Meeting \*' (with a date picker icon), 'Stage of Training' (a dropdown menu), 'Date of Next Meeting \*' (with a date picker icon), 'Placement/Rotation \*' (a text input field), 'Name of Supervisor overseeing training \*' (a text input field), and 'Agreed action points with trainee \*' (with a note 'using SMART objectives' and a large text area for input).

**NOTE:** The 'Date of Next Meeting' field should be a date after the 'Date of Meeting'. If you try to enter an earlier date you will receive a pop-up message informing you of this.



When you have completed all the required fields, select "Create Record" once".



**NOTE:** You do not need to map Other Meeting forms to any assessment activities or learning outcomes, and you will not see a section to map to frameworks.

You will receive confirmation that the record has been save and created.

### Other Meeting

A form for recording a summary and outputs from any relevant meetings which contributes to your overall development.

**Success!** Your action was completed successfully.

You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your meeting, select “Edit” to view the record you have just created and upload a file.

### Other Meeting

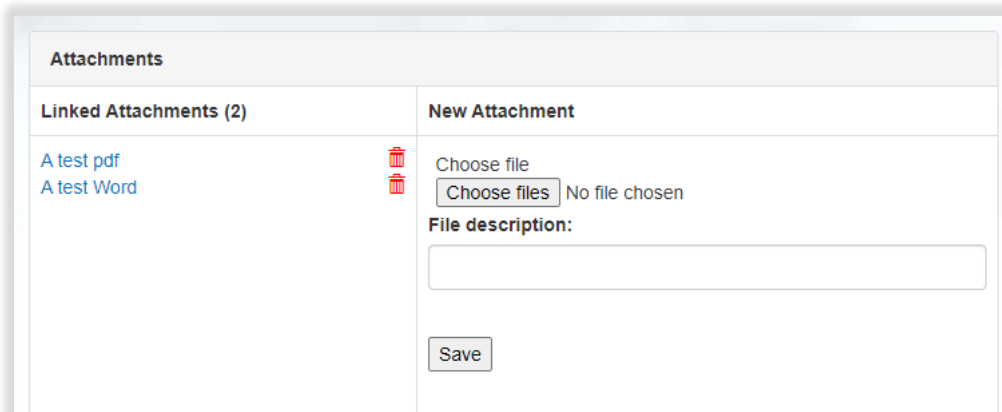
A form for recording a summary and outputs from any relevant meetings which contributes to your overall development.

Date of Meeting	Stage of Training	Date Created	Completed	Actions
23/08/2021	3 weeks	10/08/2021		<a href="#">View</a> <a href="#">Edit</a>

Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

Attachments	
Linked Attachments (0)	<b>New Attachment</b>
	Choose file <input type="button" value="Choose files"/> No file chosen <b>File description:</b> <input type="text"/> <input type="button" value="Save"/>

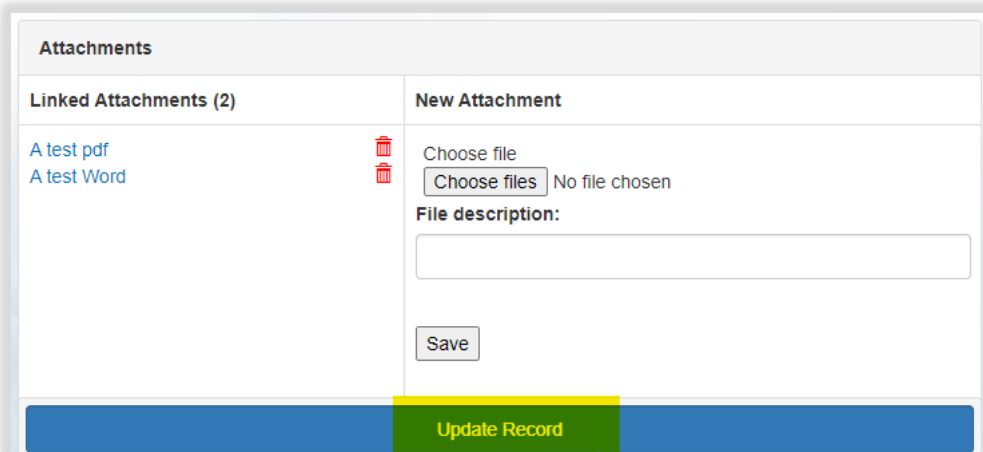
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



The screenshot shows a web interface titled "Attachments". It is divided into two main sections: "Linked Attachments (2)" and "New Attachment".

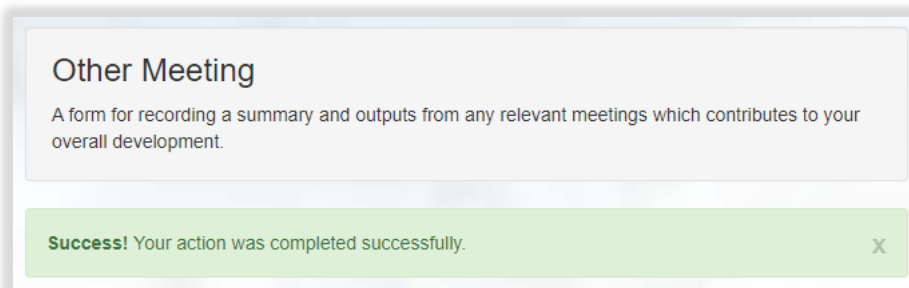
- Linked Attachments (2):** This section contains two links: "A test pdf" and "A test Word". To the right of each link is a red trash can icon for deletion.
- New Attachment:** This section contains a "Choose file" label, a "Choose files" button, and the text "No file chosen". Below this is a "File description:" label and a text input field. At the bottom of this section is a "Save" button.

When you have finished editing select "Update Record".



This screenshot is identical to the previous one, but with an additional element at the bottom. A blue horizontal bar spans the width of the form, and in the center of this bar is a green button labeled "Update Record".

You will receive confirmation that the record has been updated.

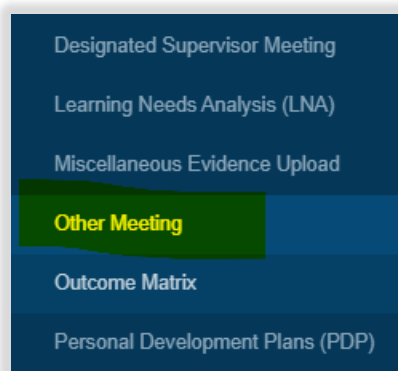


The screenshot shows a form titled "Other Meeting". Below the title is a description: "A form for recording a summary and outputs from any relevant meetings which contributes to your overall development." At the bottom of the form is a green success message box that reads: "Success! Your action was completed successfully." with a close button (X) on the right.

You can view and edit the form as per instructions provided in section 4.3.

### 6.3.2 Seeking feedback on Other Meeting form via an e-ticket

To access the Other Meeting form, select 'Other Meeting' from the navigation menu.



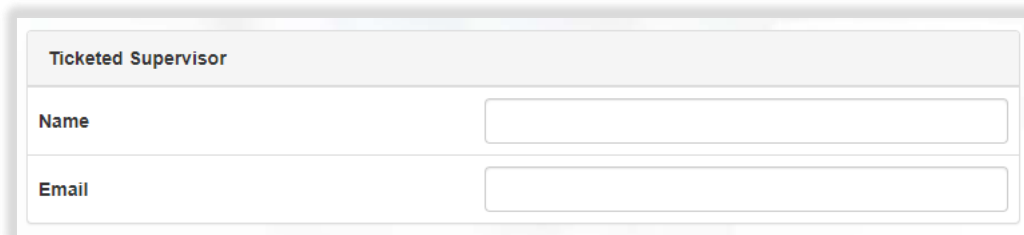
Select "Start New Form" to create a new record.

A screenshot of a web interface for 'Other Meeting'. At the top is a header 'Other Meeting'. Below it, a message states 'No existing records found.' At the bottom, there are two buttons: 'Upload Form' on the left and 'Start New Form' on the right.

The 'Other Meeting' form will appear. Complete the required fields as instructed INCLUDING the 'Ticketed Supervisor' fields.

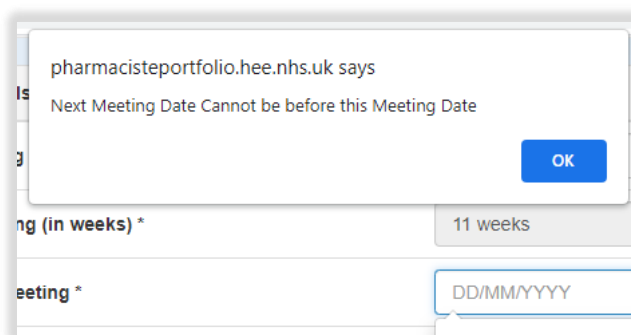
A screenshot of the 'Other Meeting' form. The title 'Other Meeting' is at the top, followed by a subtitle: 'A form for recording a summary and outputs from any relevant meetings which contributes to your overall development.' Below this is a section titled 'Meeting Details'. It contains several fields: 'Date of Meeting \*' with a date picker (DD/MM/YYYY), 'Stage of Training' with a dropdown menu, 'Date of Next Meeting \*' with a date picker (DD/MM/YYYY), 'Placement/Rotation \*' with a text input, 'Name of Supervisor overseeing training \*' with a text input, and 'Agreed action points with trainee \*' with a large text area. A note below the last field says 'using SMART objectives'.

Enter in their full name and email address.



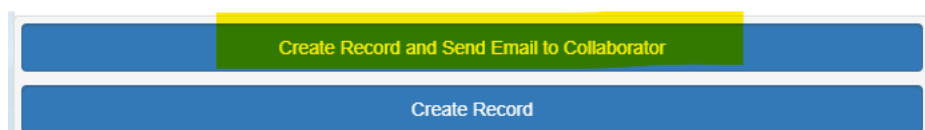
A screenshot of a web form titled 'Ticketed Supervisor'. It contains two input fields: 'Name' and 'Email', each with a corresponding text box to its right.

**NOTE:** The 'Date of Next Meeting' field should be a date after the 'Date of Meeting'. If you try to enter an earlier date you will receive a pop-up message informing you of this.



A screenshot of a pop-up error message box. The text inside reads: 'pharmacisteportfolio.hee.nhs.uk says' followed by 'Next Meeting Date Cannot be before this Meeting Date'. There is an 'OK' button in the bottom right corner. Below the pop-up, parts of the form fields 'ing (in weeks) \*' and 'eeting \*' are visible, with values '11 weeks' and a date format 'DD/MM/YYYY' respectively.

When you have completed all the required fields, select "Create Record and Send Email to Collaborator".



A screenshot of the bottom section of the form, showing two buttons. The top button is green and labeled 'Create Record and Send Email to Collaborator'. The bottom button is blue and labeled 'Create Record'.

**NOTE:** You do not need to map other meeting forms to any assessment activities or learning outcomes, and you will not see a section to map to frameworks.



The form will update, and you will receive confirmation that the email has been sent.

Ticketed Supervisor	
Name	Full name
Email	fullName@email.com (Invited) <a href="#">Resend Invitation</a> / <a href="#">Cancel Invitation</a>

Your collaborator will receive an automatic email from the E-portfolio with a link to provide feedback. Please advise your collaborator to also check their junk folder as the automatic emails can on occasions be filtered out as spam.

You will receive confirmation that the record has been updated.

### Other Meeting

A form for recording a summary and outputs from any relevant meetings which contributes to your overall development.

**Success!** Your action was completed successfully.

You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your meeting, select “Edit” to view the record you have just created and upload a file.

### Other Meeting

A form for recording a summary and outputs from any relevant meetings which contributes to your overall development.

Date of Meeting	Stage of Training	Date Created	Completed	Actions
23/08/2021	3 weeks	10/08/2021		<a href="#">View</a> <a href="#">Edit</a>

Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

Attachments	
Linked Attachments (0)	New Attachment
	<p>Choose file</p> <p><input type="button" value="Choose files"/> No file chosen</p> <p>File description:</p> <input type="text"/> <p><input type="button" value="Save"/></p>

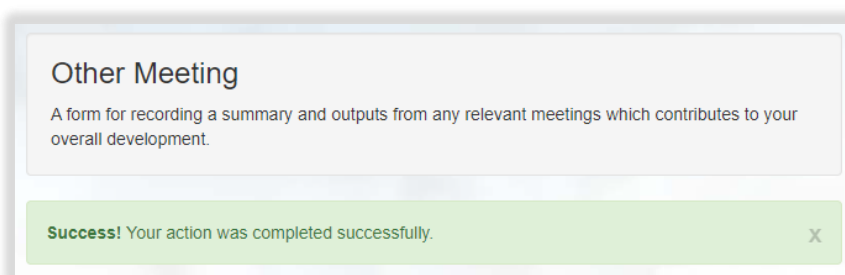
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.

Attachments	
Linked Attachments (2)	New Attachment
<p><a href="#">A test pdf</a></p> <p><a href="#">A test Word</a></p>	<p>Choose file</p> <p><input type="button" value="Choose files"/> No file chosen</p> <p>File description:</p> <input type="text"/> <p><input type="button" value="Save"/></p>

When you have finished editing select “Update Record”.

Attachments	
Linked Attachments (2)	New Attachment
<p><a href="#">A test pdf</a></p> <p><a href="#">A test Word</a></p>	<p>Choose file</p> <p><input type="button" value="Choose files"/> No file chosen</p> <p>File description:</p> <input type="text"/> <p><input type="button" value="Save"/></p>
<div> <input type="button" value="Update Record"/> </div>	

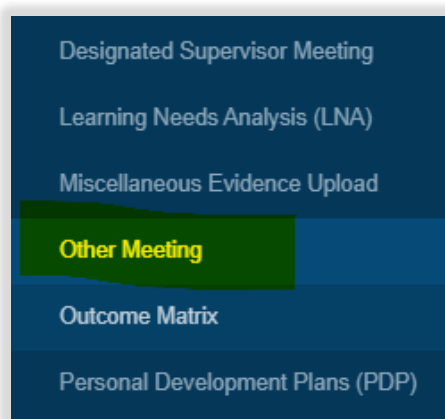
You will receive confirmation that the record has been updated.



You can view the form as per instructions provided in section 4.3.

### 6.3.3 Uploading an Other Meeting form

To access the Other Meeting form, select 'Other Meeting' from the navigation menu.

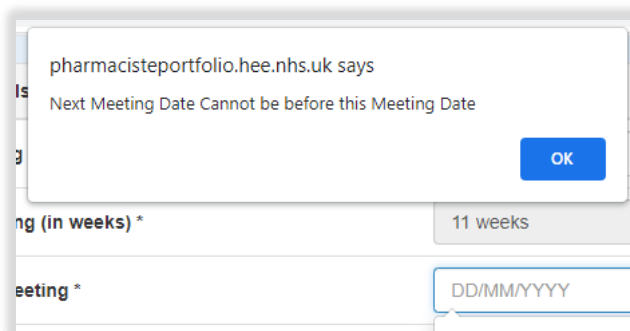


Select 'Upload Form' from the Other Meeting page. The form will appear. Complete the required fields as instructed.

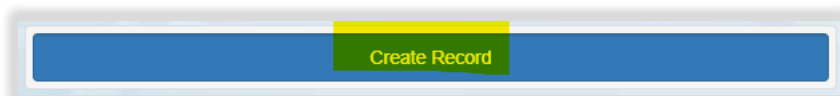
The screenshot shows the 'Other Meeting' form with the following fields:

Meeting Details	
Date of Meeting *	<input type="text" value="DD/MM/YYYY"/>
Stage of Training	<input type="text"/>
Date of Next Meeting *	<input type="text" value="DD/MM/YYYY"/>
Placement/Rotation *	<input type="text"/>
Name of Supervisor overseeing training *	<input type="text"/>
Agreed action points with trainee * <small>using SMART objectives</small>	<input type="text"/>

**NOTE:** The 'Date of Next Meeting' field should be a date after the 'Date of Meeting'. If you try to enter an earlier date you will receive a pop-up message informing you of this.

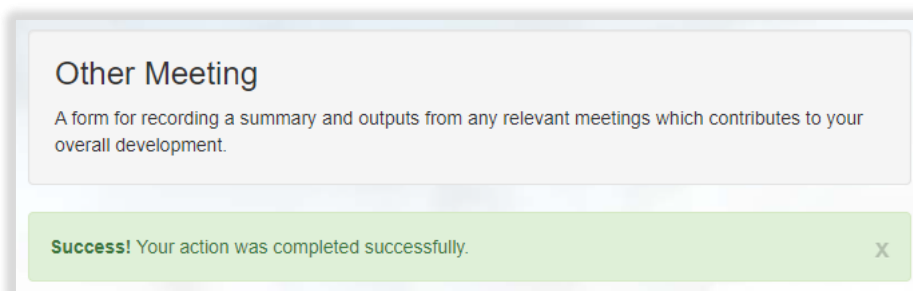


When you have completed all the required fields, select "Create Record".



**NOTE:** You do not need to map other meeting forms to any assessment activities or learning outcomes, and you will not see a section to map to frameworks.

You will receive confirmation that the record has been saved and created.



You'll be directed back to the main Other Meeting page.

Other Meeting				
A form for recording a summary and outputs from any relevant meetings which contributes to your overall development.				
Date of Meeting	Stage of Training	Date Created	Completed	Actions
23/08/2021	3 weeks	10/08/2021		<a href="#">View</a> <a href="#">Edit</a>

You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your meeting, select “Edit” to view the record you have just created and upload a file.

Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

Attachments	
Linked Attachments (0)	New Attachment
	<div>Choose file</div> <div><input type="button" value="Choose files"/> No file chosen</div> <div>File description:</div> <div><input type="text"/></div> <div><input type="button" value="Save"/></div>

You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.

Attachments	
Linked Attachments (2)	New Attachment
<div>A test pdf</div> <div>A test Word</div>	<div>Choose file</div> <div><input type="button" value="Choose files"/> No file chosen</div> <div>File description:</div> <div><input type="text"/></div> <div><input type="button" value="Save"/></div>

When you are finished editing select “Update Record”.

The screenshot shows a web interface for managing attachments. It is divided into two main columns: 'Linked Attachments (2)' and 'New Attachment'. The 'Linked Attachments' column lists two files: 'A test pdf' and 'A test Word', each with a red trash icon to its right. The 'New Attachment' column contains a 'Choose file' section with a 'Choose files' button and the text 'No file chosen'. Below this is a 'File description:' label followed by a text input field. At the bottom of this column is a 'Save' button. A blue bar at the very bottom of the interface contains a green button labeled 'Update Record'.

You will receive confirmation that the record has been updated.

The screenshot shows a form titled 'Other Meeting'. Below the title is a description: 'A form for recording a summary and outputs from any relevant meetings which contributes to your overall development.' At the bottom of the form, there is a green success message box that reads 'Success! Your action was completed successfully.' with a close button (X) on the right.

You can view and edit the form as per instructions provided in section 4.3.

## 7 Reflective Account

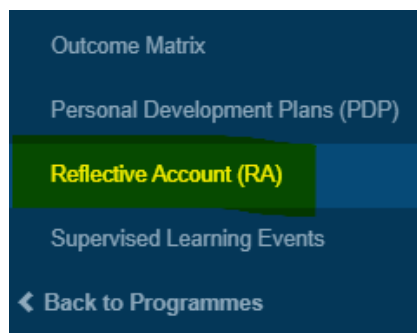
The purpose of the reflective account is to provide an opportunity for you to think and consider analytically anything relating to your professional practice. It should be a brief, written description of your experience and actions, including what went well and reflecting on what could be improved, and how lessons learnt will benefit your development as well as patients and the public.

You can use the reflective account tool to capture how you are meeting the learning outcomes across one or more activities undertaken. It has been designed to be flexible so it can be used for most situations and practice scenarios, for example encounters during day-to-day work, patient scenarios, non-clinical tasks/activities, reviewing feedback provided by colleagues, critical incidents, and learning events, e.g., CPD.

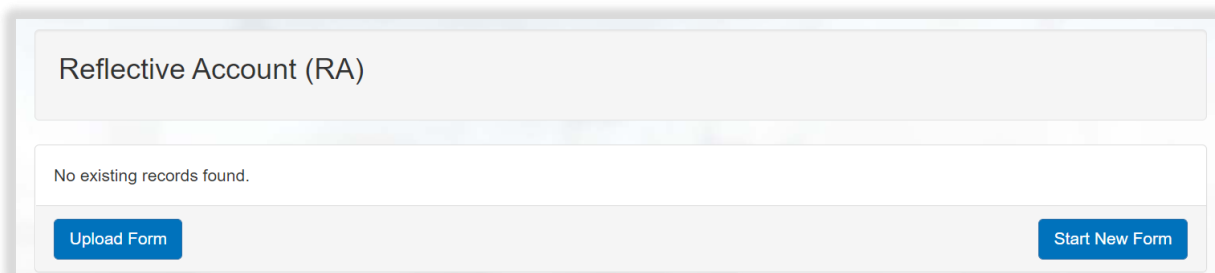
A downloadable form can be found [here](#).

### 7.1.1 Creating and completing a Reflective Account

To access the Reflective Account, select 'Reflective Account' from the navigation menu.



Select “Start New Form” to create a new record.

A screenshot of the 'Reflective Account (RA)' interface. At the top, there is a header bar with the text 'Reflective Account (RA)'. Below this, a message states 'No existing records found.' At the bottom of the interface, there are two buttons: 'Upload Form' on the left and 'Start New Form' on the right.

The 'Reflective Account' form will appear. Complete the required fields as instructed EXCEPT the 'Ticketed Supervisor' fields.

### Reflective Account (RA)

A tool for you to capture how you are meeting the performance standards across one or more activity undertaken. It has been designed to be flexible so it can be used for most situations and practice scenarios, for example encounters during day-to-day work, patient scenarios, non-clinical tasks/activities, reviewing feedback provided by colleagues, critical incidences, and learning events, e.g. CPD.

#### Reflective Account Details

Title

Date of Reflection \*

DD/MM/YYYY

Stage of Training

#### Ticketed Supervisor

Name

Email

#### Reflections

Briefly outline your area of work (the setting of your practice and your main roles).

Explain the situation/activity you are undertaking and give examples of your activity in detail.

Note what you have learnt and what you would do differently, and link to the learning outcomes being evidenced.



Remember to complete the Framework mapping. Select to expand each framework and section.



Framework Mapping ?

HEE Foundation Assessment Activities ^

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration ^

Domain: Professional practice ^

Domain: Leadership and management ^

Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

HEE Foundation Assessment Activities v

Group A: Clinical and patient-facing activities

☐ A1 Medicines reconciliation

☒ A2 Patient consultation: Medicines use

☐ A3 Patient consultation: Diagnose / assess / recommend

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration v

☐ 1. Demonstrate empathy and keep the person at the centre of their approach to care at all times

☒ 2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing

☒ 3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person

☒ 4. Understand the variety of settings and adapt their communication accordingly

☐ 5. Proactively support people to make safe and effective use of their medicines and devices

**NOTE:** GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

When you have completed all the required fields, select “Create Record”.

Create Record

You will receive confirmation that the record has been saved and created.

### Reflective Account (RA)

A tool for you to capture how you are meeting the performance standards across one or more activity undertaken. It has been designed to be flexible so it can be used for most situations and practice scenarios, for example encounters during day-to-day work, patient scenarios, non-clinical tasks/activities, reviewing feedback provided by colleagues, critical incidences, and learning events, e.g. CPD.

**Success!** Your action was completed successfully.

You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your reflective account, select “Edit” to view the record you have just created and upload a file.

### Reflective Account (RA)

A tool for you to capture how you are meeting the performance standards across one or more activity undertaken. It has been designed to be flexible so it can be used for most situations and practice scenarios, for example encounters during day-to-day work, patient scenarios, non-clinical tasks/activities, reviewing feedback provided by colleagues, critical incidences, and learning events, e.g. CPD.

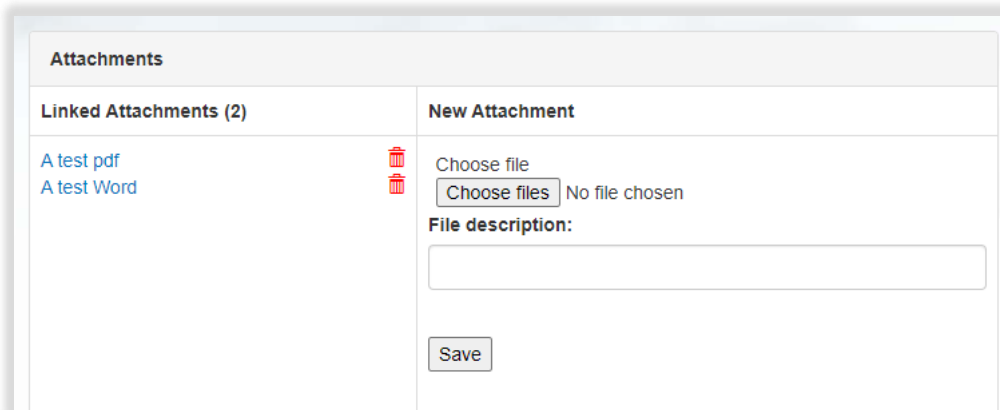
Title	Date of Reflection	Stage of Training	Date Created	Completed	Actions
RA 09.08 - 1	09/08/2021		09/08/2021		<a href="#">View</a> <a href="#">Edit</a>

Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

### Attachments

Linked Attachments (0)	New Attachment
	<p>Choose file</p> <p><a href="#">Choose files</a> No file chosen</p> <p>File description:</p> <p></p> <p><a href="#">Save</a></p>

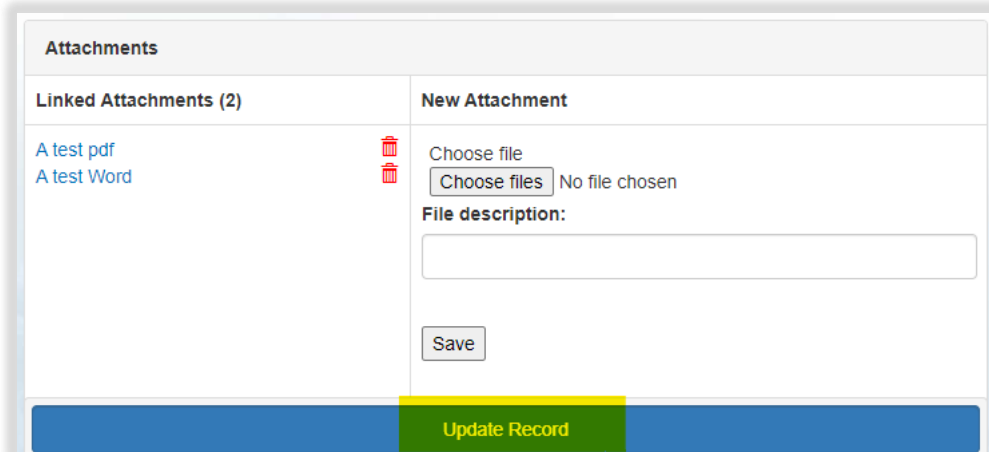
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



The screenshot shows a form titled "Attachments". It is divided into two main sections: "Linked Attachments (2)" and "New Attachment".

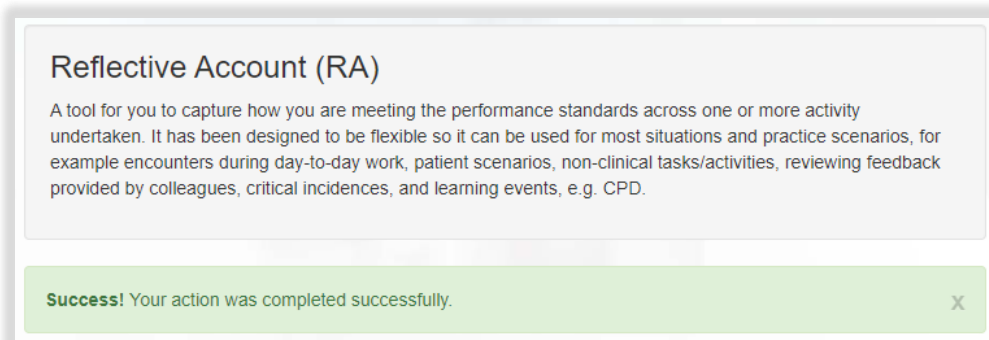
- Linked Attachments (2):** This section contains two links: "A test pdf" and "A test Word". To the right of each link is a red trash can icon for deletion.
- New Attachment:** This section contains:
  - A "Choose file" label above a "Choose files" button. To the right of the button is the text "No file chosen".
  - A "File description:" label above a text input field.
  - A "Save" button at the bottom.

When you have finished editing select "Update Record".



This screenshot is identical to the previous one, but with an additional element at the bottom. A blue horizontal bar spans the width of the form, and in the center of this bar is a green button labeled "Update Record".

You will receive confirmation that the record has been updated.



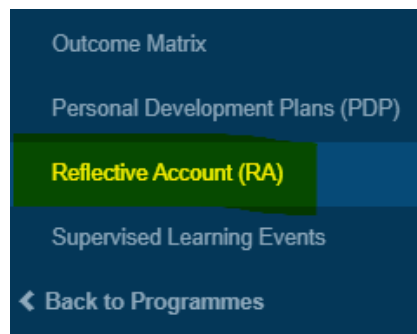
The screenshot shows a confirmation message within a light grey box. At the top, it says "Reflective Account (RA)". Below this, a paragraph explains the tool's purpose: "A tool for you to capture how you are meeting the performance standards across one or more activity undertaken. It has been designed to be flexible so it can be used for most situations and practice scenarios, for example encounters during day-to-day work, patient scenarios, non-clinical tasks/activities, reviewing feedback provided by colleagues, critical incidences, and learning events, e.g. CPD."

At the bottom of the box is a green banner with the text "Success! Your action was completed successfully." and a small 'X' icon on the right side.

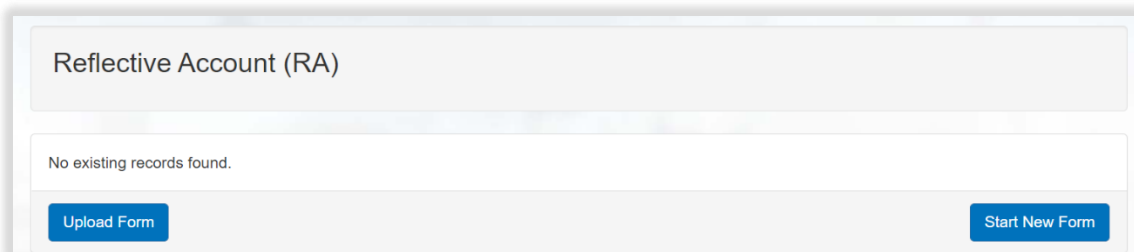
You can view and edit the form as per instructions provided in section 4.3.

### 7.1.2 Seeking feedback on a Reflective Account via an e-ticket

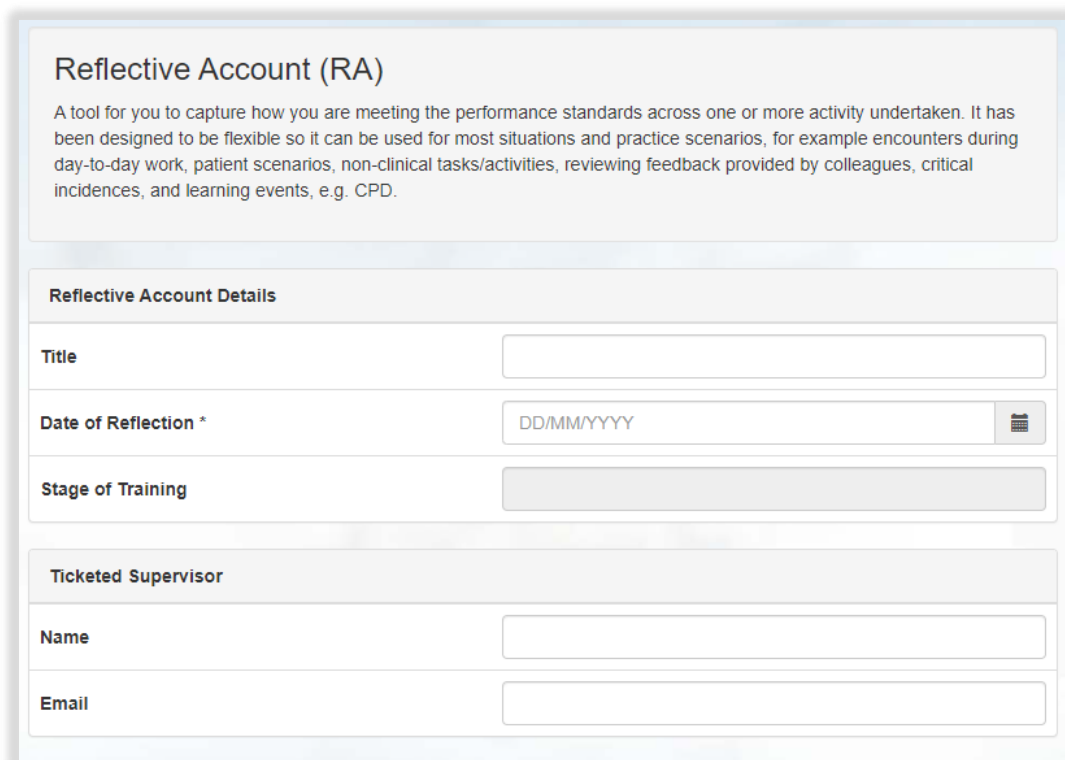
To access the Reflective Account form, select 'Reflective Account' from the navigation menu.



Select "Start New Form" to create a new record.

A screenshot of the 'Reflective Account (RA)' form overview. It has a title bar 'Reflective Account (RA)'. Below it, a message says 'No existing records found.' At the bottom, there are two buttons: 'Upload Form' on the left and 'Start New Form' on the right.

The 'Reflective Account' form will appear. Completed the required fields as instructed INCLUDING the 'Ticketed Supervisor' fields.

A screenshot of the 'Reflective Account (RA)' form details. The title is 'Reflective Account (RA)'. Below it is a descriptive paragraph: 'A tool for you to capture how you are meeting the performance standards across one or more activity undertaken. It has been designed to be flexible so it can be used for most situations and practice scenarios, for example encounters during day-to-day work, patient scenarios, non-clinical tasks/activities, reviewing feedback provided by colleagues, critical incidences, and learning events, e.g. CPD.' The form is divided into two main sections. The first section is 'Reflective Account Details' and contains three fields: 'Title' (text input), 'Date of Reflection \*' (date picker showing DD/MM/YYYY), and 'Stage of Training' (dropdown menu). The second section is 'Ticketed Supervisor' and contains two fields: 'Name' (text input) and 'Email' (text input).

Enter in their full name and email address.

Ticketed Supervisor	
Name	<input type="text"/>
Email	<input type="text"/>



Remember to complete the Framework mapping. Select to expand each framework and section.

Framework Mapping

HEE Foundation Assessment Activities

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration

Domain: Professional practice

Domain: Leadership and management

Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

HEE Foundation Assessment Activities

Group A: Clinical and patient-facing activities

☐ A1 Medicines reconciliation

☒ A2 Patient consultation: Medicines use

☐ A3 Patient consultation: Diagnose / assess / recommend

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration 

☐ 1. Demonstrate empathy and keep the person at the centre of their approach to care at all times

☒ 2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing

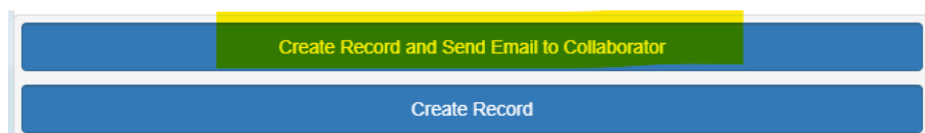
☒ 3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person

☒ 4. Understand the variety of settings and adapt their communication accordingly

☐ 5. Proactively support people to make safe and effective use of their medicines and devices

**NOTE:** GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

When you have completed all the required fields, select “Create Record and Send Email to Collaborator”.



The form will update, and you will receive confirmation that the email has been sent.

A screenshot of a form titled 'Ticketed Supervisor'. It has two main sections. The first section is labeled 'Name' and contains a text input field with the placeholder 'Full name'. The second section is labeled 'Email' and contains the text 'fullname@email.com (Invited)' with two links below it: 'Resend Invitation' and 'Cancel Invitation'.

Your collaborator will receive an automatic email from the E-portfolio with a link to provide feedback. Please advise your collaborator to also check their junk folder as the automatic emails can on occasions be filtered out as spam.

You will receive confirmation that the record has been saved and created.

A screenshot of a confirmation screen titled 'Reflective Account (RA)'. It contains a paragraph of text explaining the tool's purpose: 'A tool for you to capture how you are meeting the performance standards across one or more activity undertaken. It has been designed to be flexible so it can be used for most situations and practice scenarios, for example encounters during day-to-day work, patient scenarios, non-clinical tasks/activities, reviewing feedback provided by colleagues, critical incidences, and learning events, e.g. CPD.' Below this text is a green banner with the text 'Success! Your action was completed successfully.' and a close button (X) on the right.

You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your reflective account, select “Edit” to view the record you have just created and upload a file.

### Reflective Account (RA)

A tool for you to capture how you are meeting the performance standards across one or more activity undertaken. It has been designed to be flexible so it can be used for most situations and practice scenarios, for example encounters during day-to-day work, patient scenarios, non-clinical tasks/activities, reviewing feedback provided by colleagues, critical incidences, and learning events, e.g. CPD.

Title	Date of Reflection	Stage of Training	Date Created	Completed	Actions
RA 09.08 - 1	09/08/2021		09/08/2021		<a href="#">View</a> <a href="#">Edit</a>

Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

### Attachments

Linked Attachments (0)	New Attachment
	<p>Choose file</p> <p><a href="#">Choose files</a> No file chosen</p> <p>File description:</p> <input type="text"/> <p><a href="#">Save</a></p>

You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.

### Attachments

Linked Attachments (2)	New Attachment
<p><a href="#">A test pdf</a></p> <p><a href="#">A test Word</a></p>	<p>Choose file</p> <p><a href="#">Choose files</a> No file chosen</p> <p>File description:</p> <input type="text"/> <p><a href="#">Save</a></p>

When you have finished editing, select “Update Record”.

**Attachments**

Linked Attachments (2)	New Attachment
<a href="#">A test pdf</a> <a href="#">A test Word</a>	<div>Choose file</div> <div>Choose files No file chosen</div> <div>File description:</div> <div></div> <div>Save</div>

**Update Record**

You will receive confirmation that the record has been updated.

**Reflective Account (RA)**

A tool for you to capture how you are meeting the performance standards across one or more activity undertaken. It has been designed to be flexible so it can be used for most situations and practice scenarios, for example encounters during day-to-day work, patient scenarios, non-clinical tasks/activities, reviewing feedback provided by colleagues, critical incidences, and learning events, e.g. CPD.

**Success!** Your action was completed successfully.

You can view the form as per instructions provided in section 4.3.

### 7.1.3 Uploading a Reflective Account

To access the Reflective Account, select ‘Reflective Account’ from the navigation menu.

- Outcome Matrix
- Personal Development Plans (PDP)
- Reflective Account (RA)**
- Supervised Learning Events
- ◀ Back to Programmes

Select “Upload Form”.



### Reflective Account (RA)

No existing records found.

[Upload Form](#)
[Start New Form](#)

The form will appear. Complete the required fields.

### Reflective Account (RA)

A tool for you to capture how you are meeting the performance standards across one or more activity undertaken. It has been designed to be flexible so it can be used for most situations and practice scenarios, for example encounters during day-to-day work, patient scenarios, non-clinical tasks/activities, reviewing feedback provided by colleagues, critical incidences, and learning events, e.g. CPD.

#### Reflective Account Details

Title

Date of Reflection \*

DD/MM/YYYY

Stage of Training

#### Reflections

Briefly outline your area of work (the setting of your practice and your main roles).

Explain the situation/activity you are undertaking and give examples of your activity in detail.

Note what you have learnt and what you would do differently, and link to the learning outcomes being evidenced.



Remember to complete the Framework mapping. Select to expand each framework and section.

Framework Mapping ?

HEE Foundation Assessment Activities ^

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration ^

Domain: Professional practice ^

Domain: Leadership and management ^

Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

HEE Foundation Assessment Activities v

Group A: Clinical and patient-facing activities

☐ A1 Medicines reconciliation

☒ A2 Patient consultation: Medicines use

☐ A3 Patient consultation: Diagnose / assess / recommend

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration v

☐ 1. Demonstrate empathy and keep the person at the centre of their approach to care at all times

☒ 2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing

☒ 3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person

☒ 4. Understand the variety of settings and adapt their communication accordingly

☐ 5. Proactively support people to make safe and effective use of their medicines and devices

**NOTE:** GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

When you have completed all the required fields, select “Create Record”.

Create Record

You will receive confirmation that the record has been saved and created.

### Reflective Account (RA)

A tool for you to capture how you are meeting the performance standards across one or more activity undertaken. It has been designed to be flexible so it can be used for most situations and practice scenarios, for example encounters during day-to-day work, patient scenarios, non-clinical tasks/activities, reviewing feedback provided by colleagues, critical incidences, and learning events, e.g. CPD.

**Success!** Your action was completed successfully.

You'll be directed back to the main Reflective Account page.

### Reflective Account (RA)

A tool for you to capture how you are meeting the performance standards across one or more activity undertaken. It has been designed to be flexible so it can be used for most situations and practice scenarios, for example encounters during day-to-day work, patient scenarios, non-clinical tasks/activities, reviewing feedback provided by colleagues, critical incidences, and learning events, e.g. CPD.

Title	Date of Reflection	Stage of Training	Date Created	Completed	Actions
RA 4	20/09/2021		10/08/2021		<a href="#">View</a> <a href="#">Edit</a>

You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your reflective account, select "Edit" to view the record you have just created and upload a file.

Select "Edit" to view the record you have just created and upload a file.

Add the upload by selecting "Choose files". You must enter a file description. Click "Save" once completed.

#### Attachments

Linked Attachments (0)	New Attachment
	<p>Choose file</p> <p><input type="button" value="Choose files"/> No file chosen</p> <p>File description:</p> <input type="text"/>
	<p><input type="button" value="Save"/></p>

You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.

The screenshot shows the 'Attachments' section of the e-portfolio. It is divided into two main areas: 'Linked Attachments (2)' and 'New Attachment'. Under 'Linked Attachments (2)', there are two items: 'A test pdf' and 'A test Word', each with a red trash can icon to its right. The 'New Attachment' section contains a 'Choose file' label, a 'Choose files' button, and the text 'No file chosen'. Below this is a 'File description:' label and a text input field. At the bottom of the 'New Attachment' section is a 'Save' button.

When you have finished editing, select “Update Record”.

This screenshot is identical to the previous one, showing the 'Attachments' section. However, at the bottom of the interface, there is a blue bar with a green button labeled 'Update Record' in the center, which is highlighted with a yellow background.

You will receive confirmation that the record has been updated.

The screenshot shows the 'Reflective Account (RA)' section. It has a title 'Reflective Account (RA)' and a paragraph of text: 'A tool for you to capture how you are meeting the performance standards across one or more activity undertaken. It has been designed to be flexible so it can be used for most situations and practice scenarios, for example encounters during day-to-day work, patient scenarios, non-clinical tasks/activities, reviewing feedback provided by colleagues, critical incidences, and learning events, e.g. CPD.' Below this text is a green success message box that says 'Success! Your action was completed successfully.' with a close button (X) on the right.

You can view and edit the form as per instructions provided in section 4.3.

## 8 Supervised Learning Events (SLEs)

Supervised learning events (SLEs) are developmental assessment tools for trainees, designated supervisors, and other collaborators, e.g., a practice supervisor, to provide details and reflections on a trainee pharmacist's learning and practice.

An SLE is an occasion, organised in advance, where a supervisor assesses a trainee pharmacist's performance in a clinical or practice setting.

It is a learning opportunity, which provides time for reflection and developmental feedback.

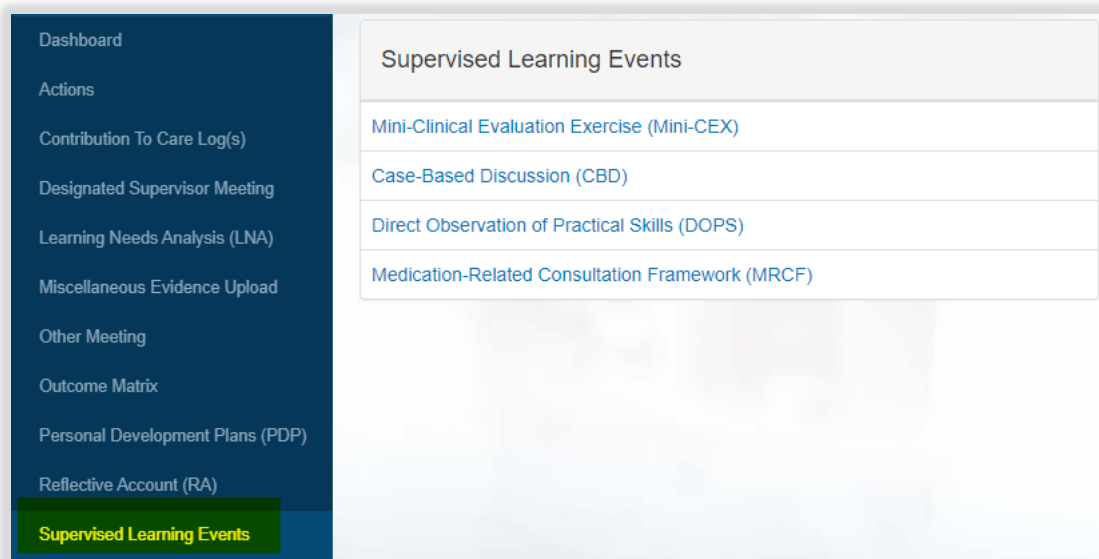
The SLEs within the E-portfolio are:

- Case Based Discussion (CBD)
- Direct Observation of Practical Skills (DOPS)
- Mini Clinical Evaluation Exercise (Mini-CEX)
- Medication Related Consultation Framework (MRCF)

These assessment tools should be completed with your designated supervisor, or a collaborator who will observe you in practice and provide you with feedback on how well you have demonstrated specific knowledge, skills, or attributes.

A downloadable version of the form can be found [here](#).

To access any SLEs, simply select 'Supervised Learning Events' from the navigation menu.



Fields in all SLE types have been built to allow both trainees and Designated Supervisors to add comments. For the evidence to be generated within the system, there must be some text entered into these fields, even if there are no additional comments to add. We recommend that users add 'N/A - [date], [their initials]' before completing the evidence if there are no additional comments to be included.

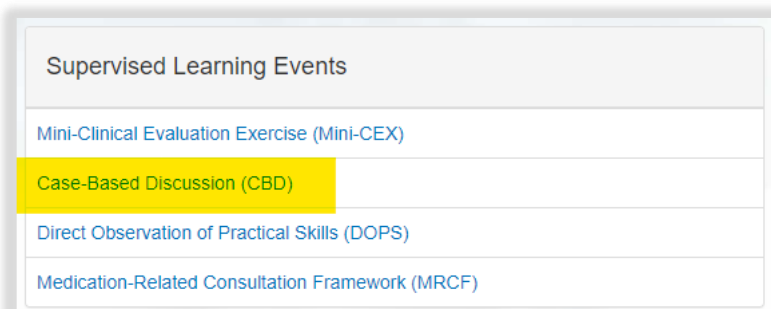
### 8.1 Case-Based discussion (CBD)

The Case-based discussion assessment tool is a retrospective evaluation of your input into patient care. It assesses clinical decision-making and the application or use of pharmaceutical knowledge in the care of your patients. This should take approximately 30-40 minutes to complete which includes time for discussion.

A downloadable version of the form can be found [here](#).

#### 8.1.1 Creating and completing a Case-Based Discussion

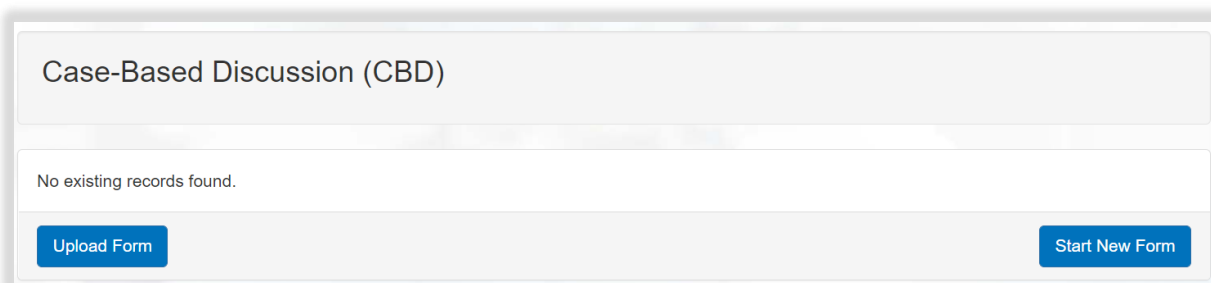
To access the Case-Based Discussion, select 'Case-Based Discussion' from the SLE page.



A screenshot of a web interface titled 'Supervised Learning Events'. It contains a list of five options: 'Mini-Clinical Evaluation Exercise (Mini-CEX)', 'Case-Based Discussion (CBD)', 'Direct Observation of Practical Skills (DOPS)', and 'Medication-Related Consultation Framework (MRCF)'. The 'Case-Based Discussion (CBD)' option is highlighted with a yellow background.

Supervised Learning Events
<a href="#">Mini-Clinical Evaluation Exercise (Mini-CEX)</a>
<b>Case-Based Discussion (CBD)</b>
<a href="#">Direct Observation of Practical Skills (DOPS)</a>
<a href="#">Medication-Related Consultation Framework (MRCF)</a>

Select "Start New Form" to create a new record.



A screenshot of the 'Case-Based Discussion (CBD)' page. At the top is the title 'Case-Based Discussion (CBD)'. Below it, a message states 'No existing records found.' At the bottom, there are two blue buttons: 'Upload Form' on the left and 'Start New Form' on the right.

### Case-Based Discussion (CBD)

No existing records found.

Upload FormStart New Form

The 'Case-Based Discussion' form will appear. Complete the required fields as instructed EXCEPT the 'Ticketed Supervisor' fields.

### Case-Based Discussion (CBD)

[← Back to Supervised Learning Events](#)

#### CBD Details

CBD Title \*

Date of CBD \*

DD/MM/YYYY

Stage of Training \*

#### Ticketed Supervisor

Name

Email

Please grade the following areas	Below expectations	Meets expectations	Above expectations	Not Applicable
1. Pharmaceutical care *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Treatment recommendations *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Follow-up / monitoring *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**NOTE:** You will notice there are rating fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

Continue and complete the rest of the form as instructed.



Remember to complete the Framework mapping. Select to expand each framework and section.

Framework Mapping ?

HEE Foundation Assessment Activities ^

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration ^

Domain: Professional practice ^

Domain: Leadership and management ^

Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

HEE Foundation Assessment Activities v

Group A: Clinical and patient-facing activities

☐ A1 Medicines reconciliation

☒ A2 Patient consultation: Medicines use

☐ A3 Patient consultation: Diagnose / assess / recommend

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration v

☐ 1. Demonstrate empathy and keep the person at the centre of their approach to care at all times

☒ 2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing

☒ 3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person

☒ 4. Understand the variety of settings and adapt their communication accordingly

☐ 5. Proactively support people to make safe and effective use of their medicines and devices

**NOTE:** GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

When you have completed all the required fields, select “Create Record”.

Create Record



You will receive confirmation that the record has been saved and created.

Case-Based Discussion (CBD)

[Back to Supervised Learning Events](#)

**Success!** Your action was completed successfully.

You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your Case-Based Discussion, select “Edit” to view the record you have just created and upload a file.

Case-Based Discussion (CBD)

[Back to Supervised Learning Events](#)

CBD Title	Date of CBD	Stage of Training	Date Created	Completed	Actions
CBD record a	23/08/2021	3 weeks	09/08/2021		<a href="#">View</a> <a href="#">Edit</a>

Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

Attachments

Linked Attachments (0)

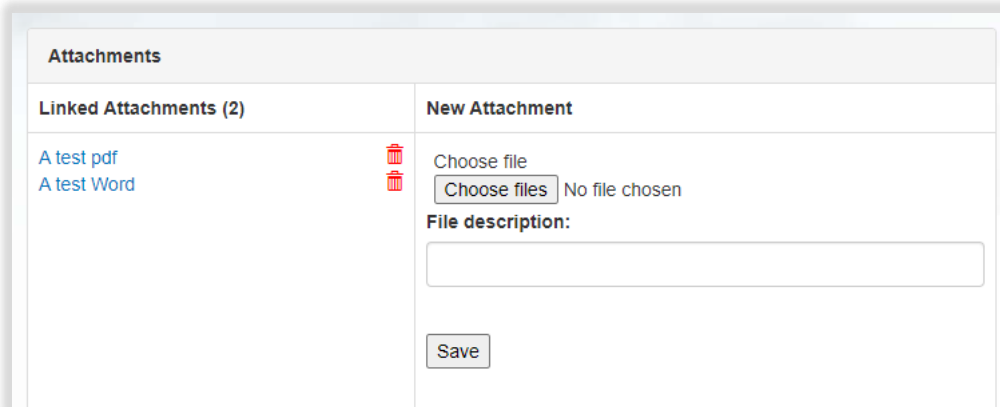
New Attachment

Choose file

No file chosen

File description:

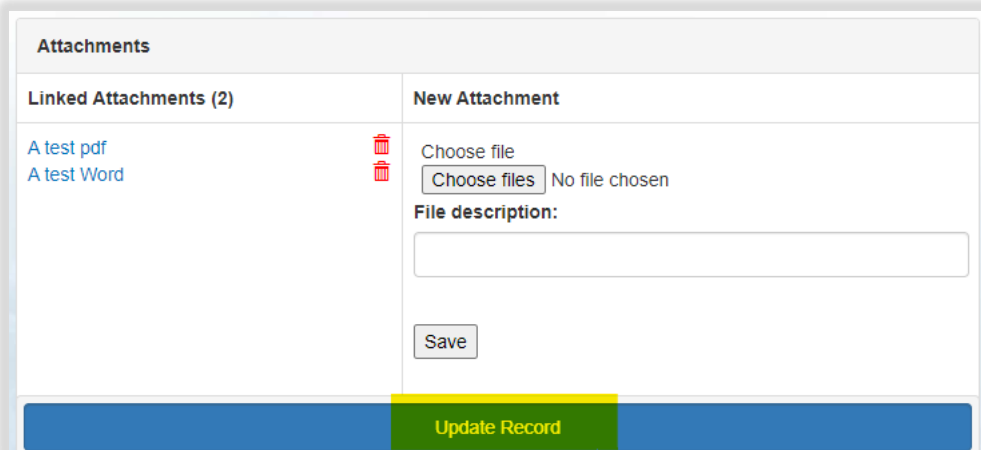
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



The screenshot shows a form titled "Attachments". It is divided into two main sections: "Linked Attachments (2)" and "New Attachment".

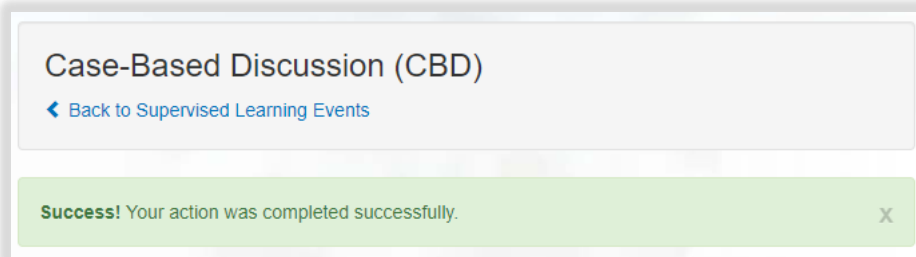
- Linked Attachments (2):** This section contains two links: "A test pdf" and "A test Word". To the right of each link is a red trash can icon for deletion.
- New Attachment:** This section contains:
  - A "Choose file" label above a "Choose files" button. To the right of the button is the text "No file chosen".
  - A "File description:" label above a text input field.
  - A "Save" button at the bottom.

When you have finished editing select "Update Record".



This screenshot is identical to the previous one, but with an additional element at the bottom. A horizontal bar at the bottom of the form contains three buttons: a blue "Back" button, a green "Update Record" button (which is highlighted with a yellow background), and another blue button.

You will receive confirmation that the record has been updated.



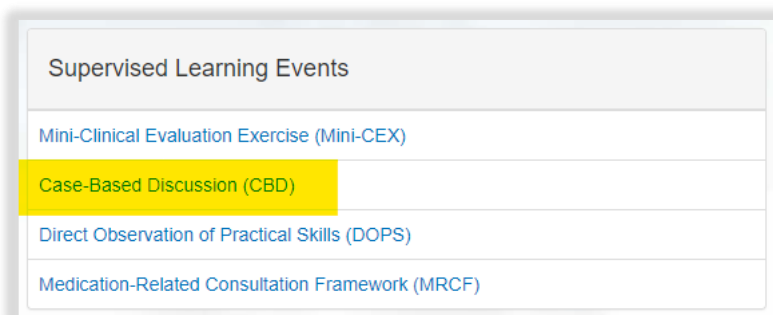
The screenshot shows a confirmation screen for a "Case-Based Discussion (CBD)".

- At the top, the title "Case-Based Discussion (CBD)" is displayed.
- Below the title is a link: "< Back to Supervised Learning Events".
- A green success message box at the bottom states: "Success! Your action was completed successfully." with a close button (X) on the right.

You can view and edit the form as per instructions provided in section 4.3.

### 8.1.2 Seeking feedback on a Case-Based Discussion via an e-ticket

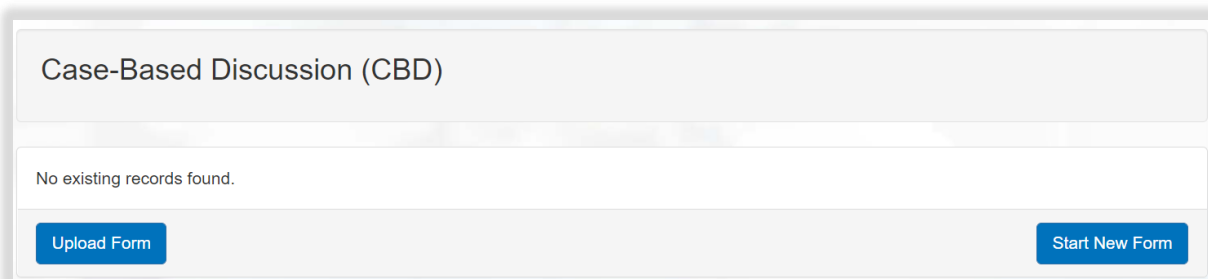
To access the Case-Based Discussion, select 'Case-Based Discussion' from the SLE page.



Supervised Learning Events

- Mini-Clinical Evaluation Exercise (Mini-CEX)
- Case-Based Discussion (CBD)**
- Direct Observation of Practical Skills (DOPS)
- Medication-Related Consultation Framework (MRCF)

Select "Start New Form" to create a new record.

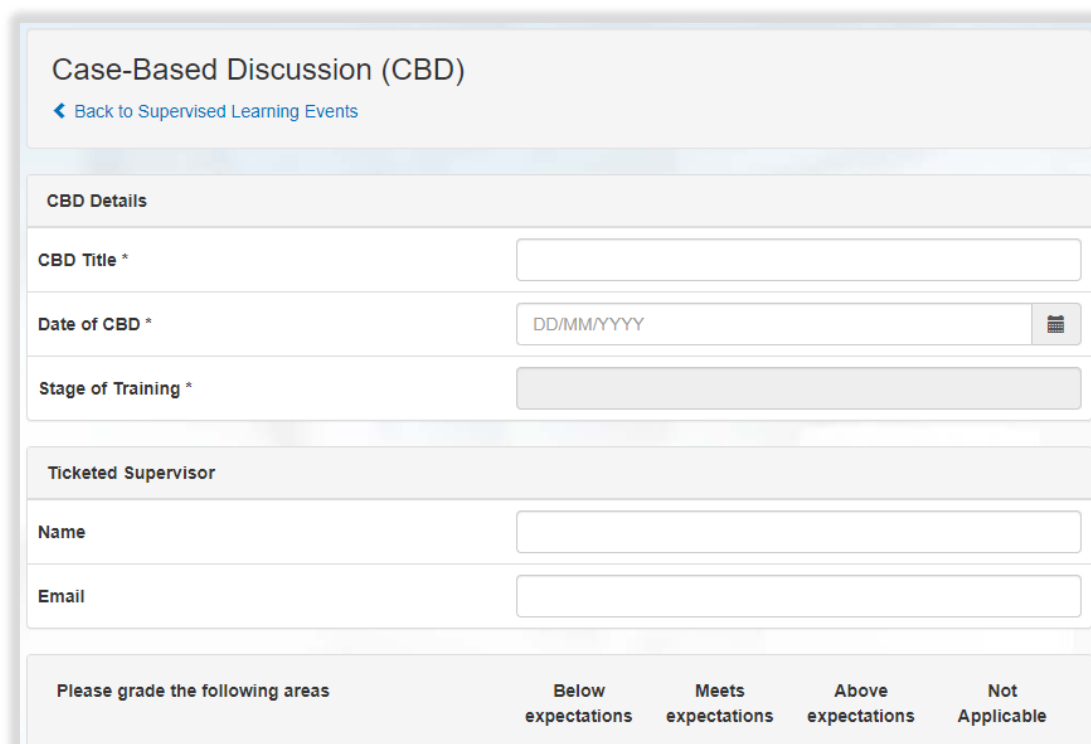


Case-Based Discussion (CBD)

No existing records found.

[Upload Form](#) [Start New Form](#)

The 'Case-Based Discussion' form will appear. Complete the required fields as instructed INCLUDING the 'Ticketed Supervisor' fields.




Case-Based Discussion (CBD)

[Back to Supervised Learning Events](#)

**CBD Details**

CBD Title \*

Date of CBD \*  

Stage of Training \*

**Ticketed Supervisor**

Name

Email

Please grade the following areas

Below expectations	Meets expectations	Above expectations	Not Applicable
--------------------	--------------------	--------------------	----------------

Enter in their full name and email address.

Ticketed Supervisor	
Name	<input type="text"/>
Email	<input type="text"/>

**NOTE:** You will notice there are rating fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

Continue and complete the rest of the form as instructed.



Remember to complete the Framework mapping. Select to expand each framework and section.

Framework Mapping ?
HEE Foundation Assessment Activities ^
GPhC Initial Education and Training Learning Outcomes
Domain: Person - Centred Care and Collaboration ^
Domain: Professional practice ^
Domain: Leadership and management ^

Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

### HEE Foundation Assessment Activities ▼

#### Group A: Clinical and patient-facing activities

- ☐ A1 Medicines reconciliation
- ☒ A2 Patient consultation: Medicines use
- ☐ A3 Patient consultation: Diagnose / assess / recommend

### GPhC Initial Education and Training Learning Outcomes

#### Domain: Person - Centred Care and Collaboration ▼

- ☐ 1. Demonstrate empathy and keep the person at the centre of their approach to care at all times
- ☒ 2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing
- ☒ 3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person
- ☒ 4. Understand the variety of settings and adapt their communication accordingly
- ☐ 5. Proactively support people to make safe and effective use of their medicines and devices

**NOTE:** GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

When you have completed all the required fields, select “Create Record and Send Email to Collaborator”.

Two buttons are visible at the bottom of the form. The top button is green with the text "Create Record and Send Email to Collaborator". The bottom button is blue with the text "Create Record".

The form will update, and you will receive confirmation that the email has been sent.

The form is titled "Ticketed Supervisor". It has two main sections: "Name" and "Email". The "Name" field contains the text "Full name". The "Email" field contains the text "fullname@email.com (Invited)". Below the email field, there are two links: "Resend Invitation" and "Cancel Invitation".

Your collaborator will receive an automatic email from the E-portfolio with a link to provide feedback. Please advise your collaborator to also check their junk folder as the automatic emails can on occasions be filtered out as spam.

You will receive confirmation that the record has been saved and created.

### Case-Based Discussion (CBD)

[← Back to Supervised Learning Events](#)

**Success!** Your action was completed successfully. X

You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your Case-Based Discussion, select “Edit” to view the record you have just created and upload a file.

### Case-Based Discussion (CBD)

[← Back to Supervised Learning Events](#)

CBD Title	Date of CBD	Stage of Training	Date Created	Completed	Actions
CBD record a	23/08/2021	3 weeks	09/08/2021		<a href="#">View</a> <a href="#">Edit</a>

Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

#### Attachments

Linked Attachments (0)	New Attachment
	<div>Choose file</div> <div><a href="#">Choose files</a> No file chosen</div> <div>File description:</div> <div></div> <div><a href="#">Save</a></div>

You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.

The screenshot shows a form titled "Attachments". It is divided into two main sections: "Linked Attachments (2)" and "New Attachment".

- Linked Attachments (2):** This section contains two links: "A test pdf" and "A test Word". To the right of each link is a red trash can icon for deletion.
- New Attachment:** This section contains:
  - A "Choose file" label above a "Choose files" button. To the right of the button is the text "No file chosen".
  - A "File description:" label above a text input field.
  - A "Save" button at the bottom.

When you have finished editing, select "Update Record" to save the form.

A horizontal bar with a blue background. In the center, there is a green rectangular button with the text "Update Record" in yellow.

You will receive confirmation that the record has been updated.

The screenshot shows a confirmation screen for a "Case-Based Discussion (CBD)".

- At the top, it says "Case-Based Discussion (CBD)".
- Below that is a blue link: "< Back to Supervised Learning Events".
- A green success message box at the bottom says: "Success! Your action was completed successfully." with a close "X" icon on the right.

You can view the form as per instructions provided in section 4.3.

### 8.1.3 Uploading a Case-Based Discussion

To access the Case-Based Discussion, select 'Case-Based Discussion' from the SLE page.

The screenshot shows a menu titled "Supervised Learning Events". It contains a list of options:

- Mini-Clinical Evaluation Exercise (Mini-CEX)
- Case-Based Discussion (CBD)** (highlighted in yellow)
- Direct Observation of Practical Skills (DOPS)
- Medication-Related Consultation Framework (MRCF)

Select 'Upload Form'.

Case-Based Discussion (CBD)

No existing records found.

Upload Form

Start New Form

Complete the required fields as instructed.

Case-Based Discussion (CBD)

[← Back to Supervised Learning Events](#)

CBD Details

CBD Title \*

Date of CBD \*

DD/MM/YYYY

Stage of Training \*

Summary

Summary of case \*

to include, date of patient intervention, clinical setting, patient type, focus of encounter and complexity of case

What went well? \*



Remember to complete the Framework mapping. Select to expand each framework and section.



Framework Mapping ?

## HEE Foundation Assessment Activities ^

### GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration ^

Domain: Professional practice ^

Domain: Leadership and management ^

Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

## HEE Foundation Assessment Activities v

Group A: Clinical and patient-facing activities

☐ A1 Medicines reconciliation

☒ A2 Patient consultation: Medicines use

☐ A3 Patient consultation: Diagnose / assess / recommend

## GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration v

☐ 1. Demonstrate empathy and keep the person at the centre of their approach to care at all times

☒ 2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing

☒ 3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person

☒ 4. Understand the variety of settings and adapt their communication accordingly

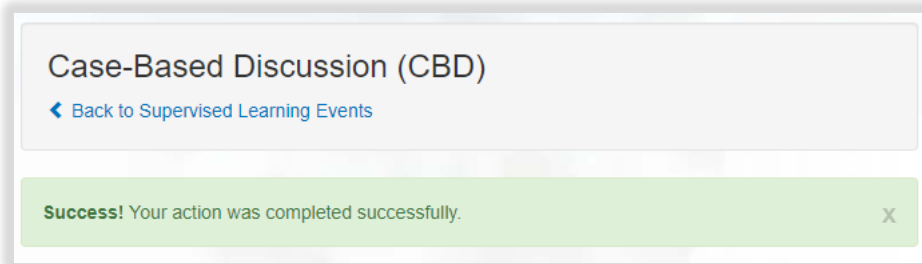
☐ 5. Proactively support people to make safe and effective use of their medicines and devices

**NOTE:** GPhC learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

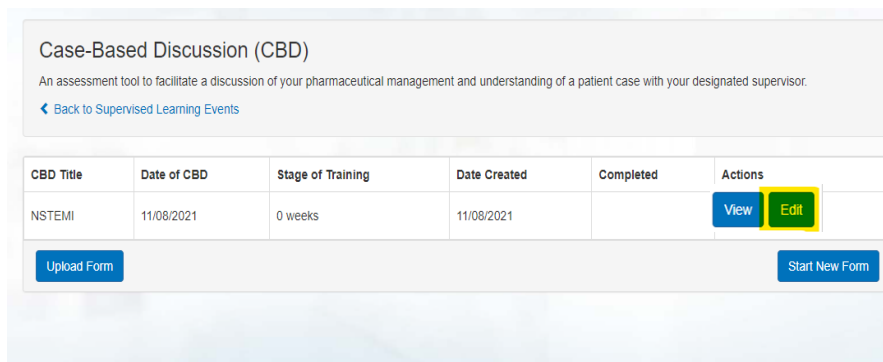
When you have completed all the required fields, select "Create Record".

Create Record

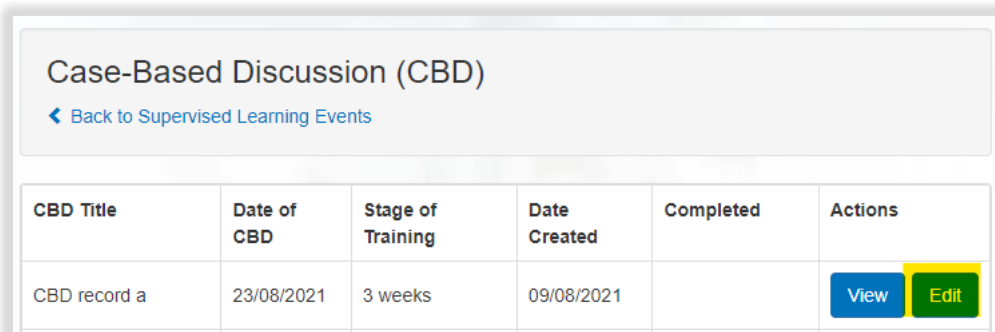
You will receive confirmation that the record has been saved and created.



You will be directed to main case- based discussion page





You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your Case-Based Discussion, select “Edit” to view the record you have just created and upload a file.





Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

Attachments	
Linked Attachments (0)	<b>New Attachment</b> Choose file <input type="button" value="Choose files"/> No file chosen File description: <input type="text"/> <input type="button" value="Save"/>

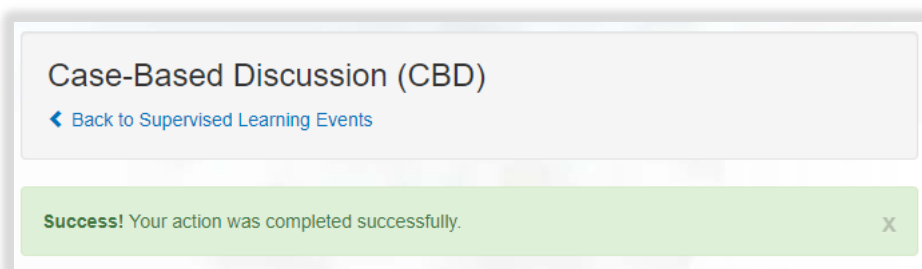
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.

Attachments	
Linked Attachments (2)	<b>New Attachment</b> Choose file <input type="button" value="Choose files"/> No file chosen File description: <input type="text"/> <input type="button" value="Save"/>
<a href="#">A test pdf</a> <a href="#">A test Word</a>	 

When the form is complete select “Update Record”.

Attachments	
Linked Attachments (2)	<b>New Attachment</b> Choose file <input type="button" value="Choose files"/> No file chosen File description: <input type="text"/> <input type="button" value="Save"/>
<a href="#">A test pdf</a> <a href="#">A test Word</a>	 
<input type="button" value="Update Record"/>	

You will receive confirmation that the record has been updated with the attached files.



You can view and edit the form as per instructions provided in section 4.3.

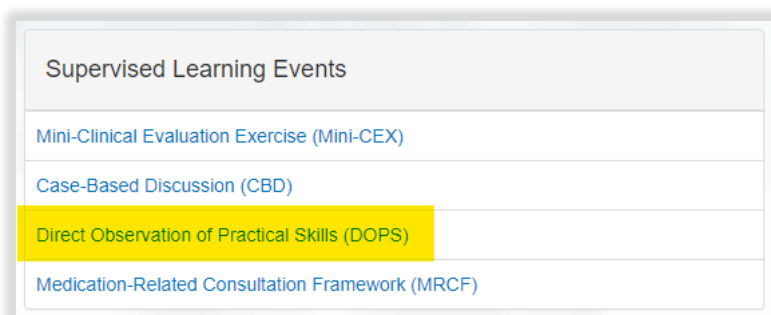
## 8.2 Direct Observation of Practical Skills (DOPS)

This assessment tool is useful for demonstrating a range of procedural skills that are essential to the provision of safe and effective pharmaceutical care. This should take 15-20 minutes to complete which includes time for feedback.

A downloadable version of the form can be found [here](#).

### 8.2.1 Creating and completing a Direct Observation of Practical Skills

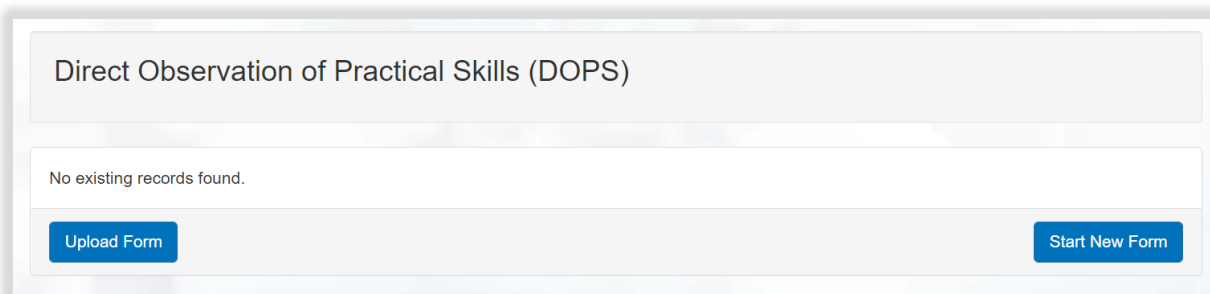
To access the Direct Observation of Practical Skills, select 'Direct Observation of Practical Skills' from the SLE page.



A screenshot of a web interface showing a list of supervised learning events. The list is contained within a light gray box with a thin border. The title 'Supervised Learning Events' is at the top. Below it are five items: 'Mini-Clinical Evaluation Exercise (Mini-CEX)', 'Case-Based Discussion (CBD)', 'Direct Observation of Practical Skills (DOPS)', and 'Medication-Related Consultation Framework (MRCF)'. The 'Direct Observation of Practical Skills (DOPS)' item is highlighted with a yellow background.

Supervised Learning Events
<a href="#">Mini-Clinical Evaluation Exercise (Mini-CEX)</a>
<a href="#">Case-Based Discussion (CBD)</a>
<b><a href="#">Direct Observation of Practical Skills (DOPS)</a></b>
<a href="#">Medication-Related Consultation Framework (MRCF)</a>

Select "Start New Form" to create a new record.



A screenshot of the 'Direct Observation of Practical Skills (DOPS)' page. The page has a light gray header with the title 'Direct Observation of Practical Skills (DOPS)'. Below the header is a white box containing the text 'No existing records found.' At the bottom of the page are two blue buttons: 'Upload Form' on the left and 'Start New Form' on the right.

### Direct Observation of Practical Skills (DOPS)

No existing records found.

[Upload Form](#) [Start New Form](#)


The 'Direct Observation of Practical Skills' form will appear. Complete the required fields as instructed EXCEPT the 'Ticketed Supervisor' fields.

### Direct Observation of Practical Skills (DOPS)

[← Back to Supervised Learning Events](#)

#### DOPS Details

DOPS Title \*

Date of DOPS \*


Stage of Training

#### Ticketed Supervisor

Name

Email

Please grade the following areas	Below expectations	Meets expectations	Above expectations	Not Applicable
1. Demonstrates understanding of potential risk(s) associated with activity *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Demonstrates appropriate preparation pre-activity *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Completes activity in a timely manner *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**NOTE:** You will notice there are rating fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

Continue and complete the rest of the form as instructed.



Remember to complete the Framework mapping. Select to expand each framework and section.

Framework Mapping ?

HEE Foundation Assessment Activities ^

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration ^

Domain: Professional practice ^

Domain: Leadership and management ^

Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

HEE Foundation Assessment Activities v

Group A: Clinical and patient-facing activities

☐ A1 Medicines reconciliation

☒ A2 Patient consultation: Medicines use

☐ A3 Patient consultation: Diagnose / assess / recommend

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration v

☐ 1. Demonstrate empathy and keep the person at the centre of their approach to care at all times

☒ 2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing

☒ 3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person

☒ 4. Understand the variety of settings and adapt their communication accordingly

☐ 5. Proactively support people to make safe and effective use of their medicines and devices

**NOTE:** GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

When you have completed all the required fields, select “Create Record”.

Create Record

You will receive confirmation that the record has been saved and created.

### Direct Observation of Practical Skills (DOPS)

[← Back to Supervised Learning Events](#)

**Success!** Your action was completed successfully. ×

You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your Direct Observation of Practical Skills, select “Edit” to view the record you have just created and upload a file.

### Direct Observation of Practical Skills (DOPS)

[← Back to Supervised Learning Events](#)

DOPS Title	Date of DOPS	Stage of Training	Date Created	Completed	Actions
DOPS form a	20/08/2021	3 weeks	09/08/2021		<a href="#">View</a> <a href="#">Edit</a>

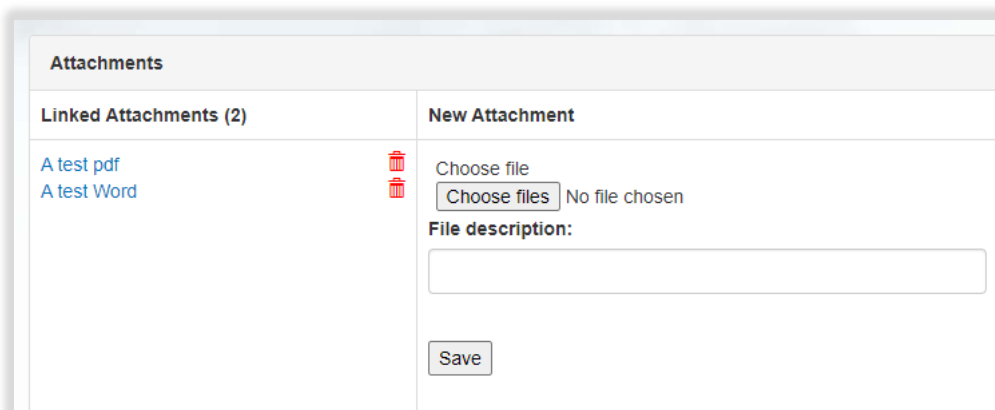
Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

#### Attachments

Linked Attachments (0)	New Attachment
	<div>Choose file</div> <div><a href="#">Choose files</a> No file chosen</div> <div>File description:</div> <div></div> <div><a href="#">Save</a></div>



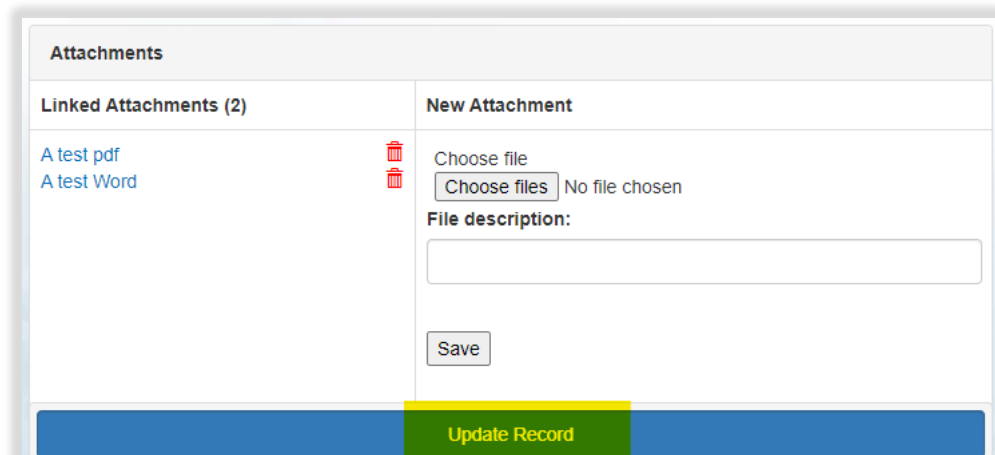
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



The screenshot shows a form titled "Attachments". It is divided into two main sections: "Linked Attachments (2)" and "New Attachment".

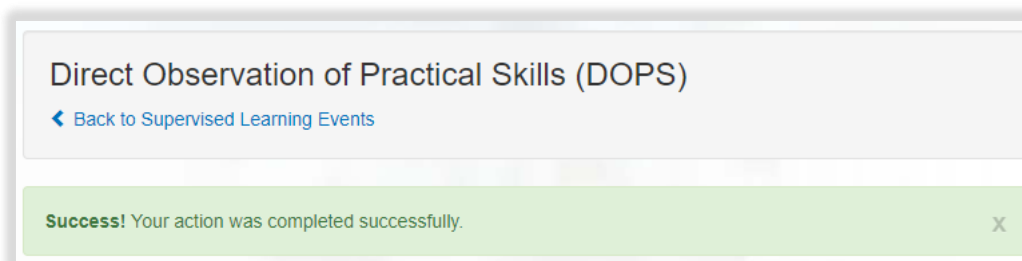
- Linked Attachments (2):** This section contains two links: "A test pdf" and "A test Word". To the right of these links are two red trash can icons, indicating that they can be deleted.
- New Attachment:** This section contains a "Choose file" label, a "Choose files" button, and the text "No file chosen". Below this is a "File description:" label and a text input field. At the bottom of this section is a "Save" button.

When you have finished editing select "Update Record".



This screenshot is identical to the previous one, showing the "Attachments" form. However, at the bottom of the form, there is a blue bar with a green button labeled "Update Record" in the center, which is highlighted.

You will receive confirmation that the record has been updated.



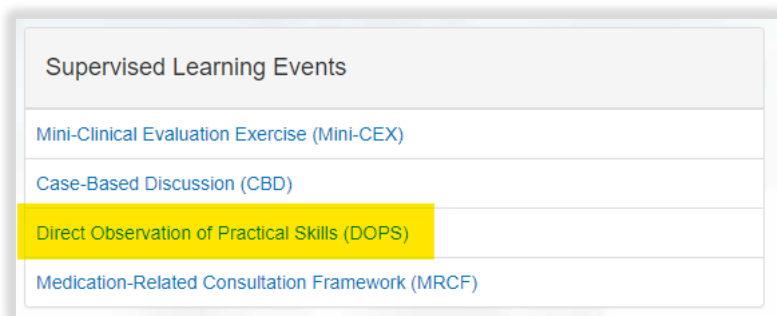
The screenshot shows a confirmation screen for the "Direct Observation of Practical Skills (DOPS)".

- At the top, it says "Direct Observation of Practical Skills (DOPS)".
- Below that is a link: "◀ Back to Supervised Learning Events".
- A green banner at the bottom contains the text: "Success! Your action was completed successfully." with a close button (X) on the right.

You can view and edit the form as per instructions provided in section 4.3.

### 8.2.2 Seeking feedback on a Direct Observation of Practical Skills via an e-ticket

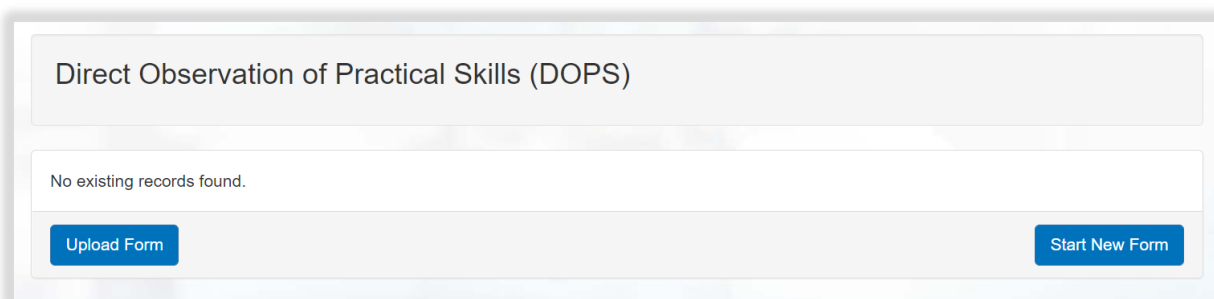
To access the Direct Observation of Practical Skills, select 'Direct Observation of Practical Skills' from the SLE page.



A screenshot of a web interface showing a list of supervised learning events. The list is contained within a light gray box with a thin border. The title 'Supervised Learning Events' is at the top in a darker gray bar. Below it are five items, each in a white row with a thin border. The third item, 'Direct Observation of Practical Skills (DOPS)', is highlighted with a yellow background. The other items are 'Mini-Clinical Evaluation Exercise (Mini-CEX)', 'Case-Based Discussion (CBD)', and 'Medication-Related Consultation Framework (MRCF)'.

Supervised Learning Events
<a href="#">Mini-Clinical Evaluation Exercise (Mini-CEX)</a>
<a href="#">Case-Based Discussion (CBD)</a>
<b><a href="#">Direct Observation of Practical Skills (DOPS)</a></b>
<a href="#">Medication-Related Consultation Framework (MRCF)</a>

Select "Start New Form" to create a new record.



A screenshot of the 'Direct Observation of Practical Skills (DOPS)' page. The page has a light gray header with the title 'Direct Observation of Practical Skills (DOPS)'. Below the header is a white box with the text 'No existing records found.' At the bottom of the page are two blue buttons: 'Upload Form' on the left and 'Start New Form' on the right.

Direct Observation of Practical Skills (DOPS)

No existing records found.

[Upload Form](#) [Start New Form](#)

The 'Direct Observation of Practical Skills' form will appear. Complete the required fields as instructed INCLUDING the 'Ticketed Supervisor' fields.

### Case-Based Discussion (CBD)

[← Back to Supervised Learning Events](#)

#### CBD Details

CBD Title \*

Date of CBD \*

DD/MM/YYYY

Stage of Training \*

#### Ticketed Supervisor

Name

Email

Please grade the following areas	Below expectations	Meets expectations	Above expectations	Not Applicable
1. Pharmaceutical care *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Treatment recommendations *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Follow-up / monitoring *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Enter in their full name and email address.

#### Ticketed Supervisor

Name

Email

**NOTE:** You will notice there are rating fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

Continue and complete the rest of the form as instructed.



Remember to complete the Framework mapping. Select to expand each framework and section.

Framework Mapping

HEE Foundation Assessment Activities

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration

Domain: Professional practice

Domain: Leadership and management

Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

HEE Foundation Assessment Activities

Group A: Clinical and patient-facing activities

☐ A1 Medicines reconciliation

☒ A2 Patient consultation: Medicines use

☐ A3 Patient consultation: Diagnose / assess / recommend

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration

☐ 1. Demonstrate empathy and keep the person at the centre of their approach to care at all times

☒ 2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing

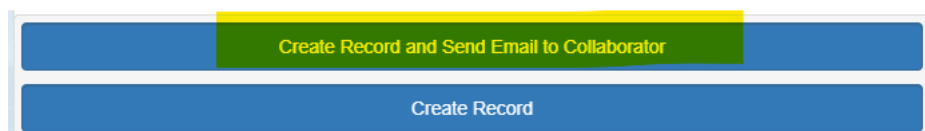
☒ 3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person

☒ 4. Understand the variety of settings and adapt their communication accordingly

☐ 5. Proactively support people to make safe and effective use of their medicines and devices

**NOTE:** GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

When you have completed all the required fields, select “Create Record and Send Email to Collaborator”.



The form will update, and you will receive confirmation that the email has been sent.

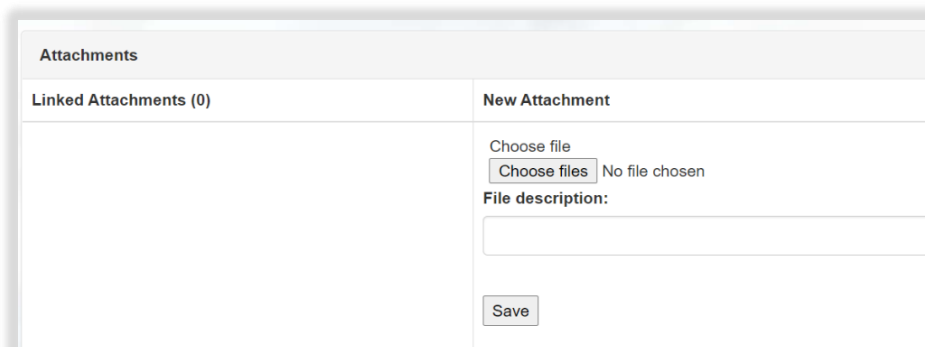
Ticketed Supervisor	
Name	Full name
Email	fullname@email.com (Invited) <a href="#">Resend Invitation</a> / <a href="#">Cancel Invitation</a>

Your collaborator will receive an automatic email from the E-portfolio with a link to provide feedback. Please advise your collaborator to also check their junk folder as the automatic emails can on occasions be filtered out as spam.

You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your Direct Observation of Practical Skills, select “Edit” to view the record you have just created and upload a file.

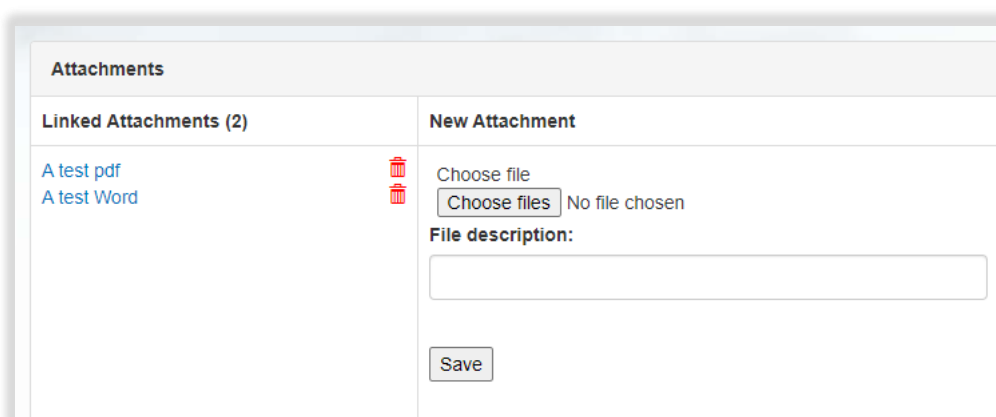
Direct Observation of Practical Skills (DOPS)					
<a href="#">← Back to Supervised Learning Events</a>					
DOPS Title	Date of DOPS	Stage of Training	Date Created	Completed	Actions
DOPS form a	20/08/2021	3 weeks	09/08/2021		<a href="#">View</a> <a href="#">Edit</a>

Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



The screenshot shows a form titled "Attachments". It is divided into two main sections: "Linked Attachments (0)" on the left and "New Attachment" on the right. The "New Attachment" section contains a "Choose file" label, a "Choose files" button, and the text "No file chosen". Below this is a "File description:" label followed by a text input field. At the bottom of the "New Attachment" section is a "Save" button.

You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



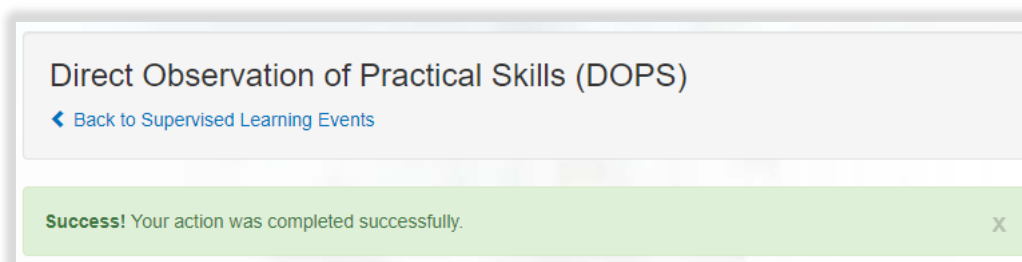
The screenshot shows the "Attachments" form with two linked attachments listed on the left: "A test pdf" and "A test Word". Each attachment has a red trash can icon to its right. The "New Attachment" section on the right is identical to the previous screenshot, with a "Choose files" button, "No file chosen" text, a "File description:" input field, and a "Save" button.

Select “Update Record” once you are ready to save the form.



The screenshot shows a horizontal bar with a blue background. In the center, there is a green button with the text "Update Record" in white.

You will receive confirmation that the record has been updated.

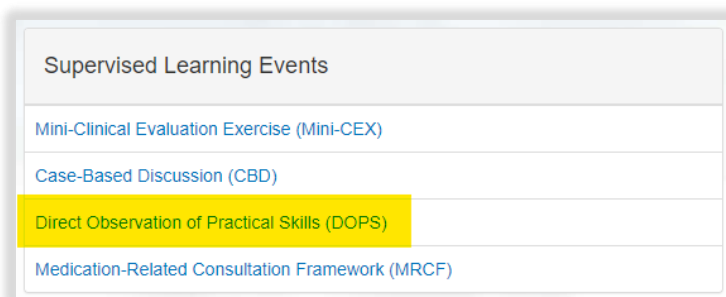


The screenshot shows a confirmation message box. At the top, it says "Direct Observation of Practical Skills (DOPS)" in bold. Below this is a link that says "Back to Supervised Learning Events" with a blue arrow pointing left. At the bottom, there is a green bar with the text "Success! Your action was completed successfully." and a small 'x' icon to close the message.

You can view the form as per instructions provided in section 4.3.

### 8.2.3 Uploading a Direct Observation of Practical Skills

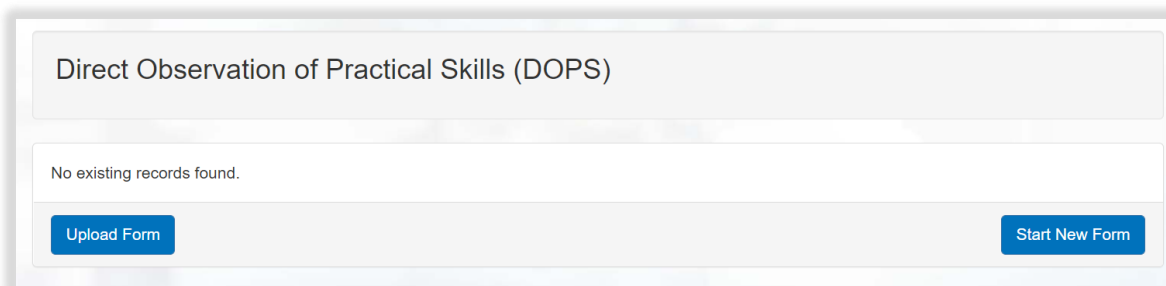
To access the Direct Observation of Practical Skills, select 'Direct Observation of Practical Skills' from the SLE page.



Supervised Learning Events

- Mini-Clinical Evaluation Exercise (Mini-CEX)
- Case-Based Discussion (CBD)
- Direct Observation of Practical Skills (DOPS)**
- Medication-Related Consultation Framework (MRCF)

Select 'Upload Form'.

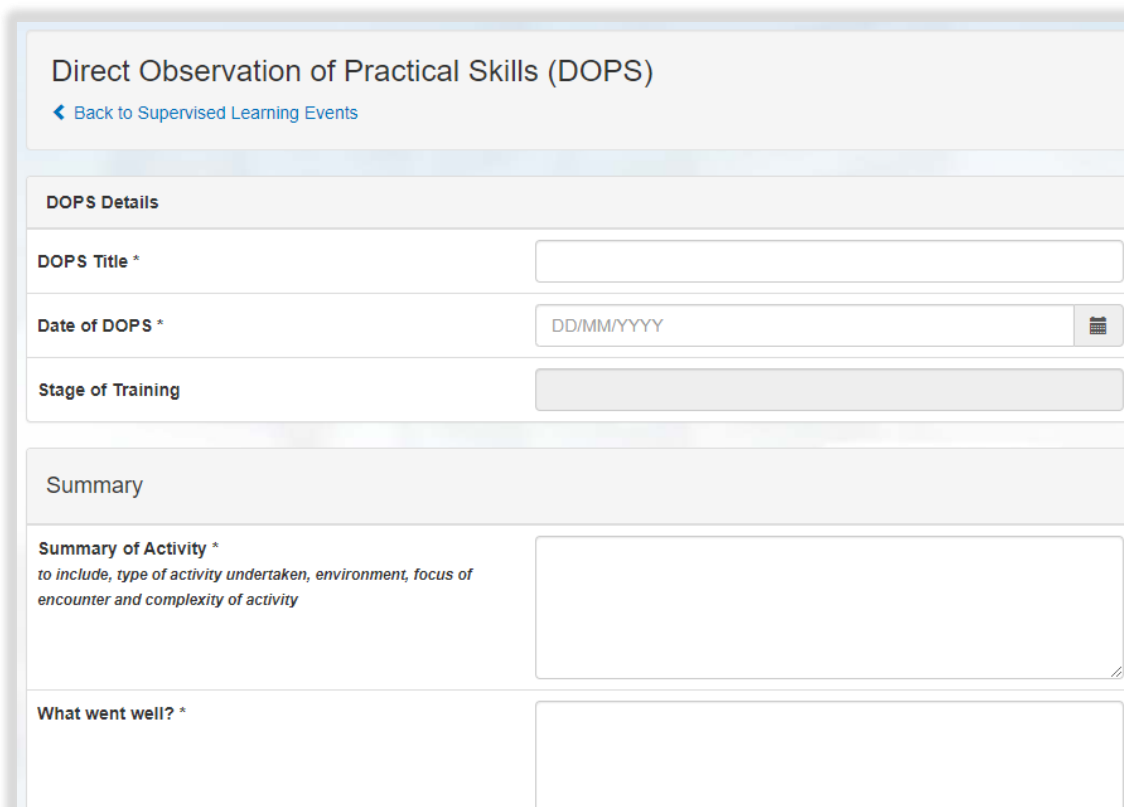


Direct Observation of Practical Skills (DOPS)

No existing records found.

[Upload Form](#) [Start New Form](#)

Complete the required fields as instructed.




Direct Observation of Practical Skills (DOPS)

[Back to Supervised Learning Events](#)

**DOPS Details**

DOPS Title \*

Date of DOPS \*  

Stage of Training

**Summary**

Summary of Activity \*  
*to include, type of activity undertaken, environment, focus of encounter and complexity of activity*

What went well? \*

**NOTE:** You will notice there are rating fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

Continue and complete the rest of the form as instructed.



Remember to complete the Framework mapping. Select to expand each framework and section.

Framework Mapping ?

HEE Foundation Assessment Activities ^

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration ^

Domain: Professional practice ^

Domain: Leadership and management ^

Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

HEE Foundation Assessment Activities v

Group A: Clinical and patient-facing activities

☐ A1 Medicines reconciliation

☒ A2 Patient consultation: Medicines use

☐ A3 Patient consultation: Diagnose / assess / recommend

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration v

☐ 1. Demonstrate empathy and keep the person at the centre of their approach to care at all times

☒ 2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing

☒ 3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person

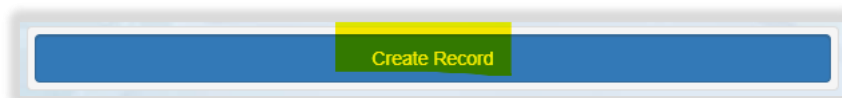
☒ 4. Understand the variety of settings and adapt their communication accordingly

☐ 5. Proactively support people to make safe and effective use of their medicines and devices

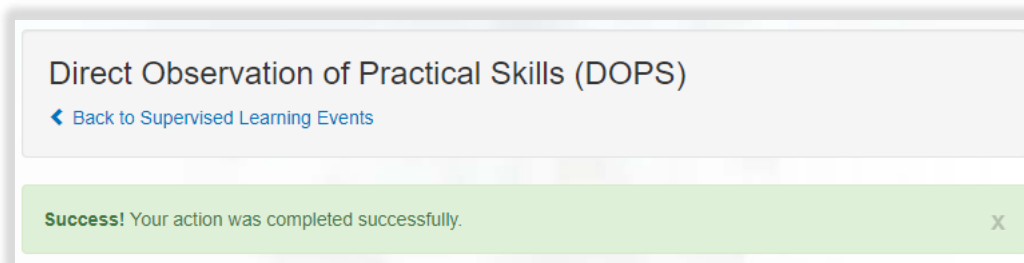
**NOTE:** GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.



When you have completed all the required fields, select “Create Record”.



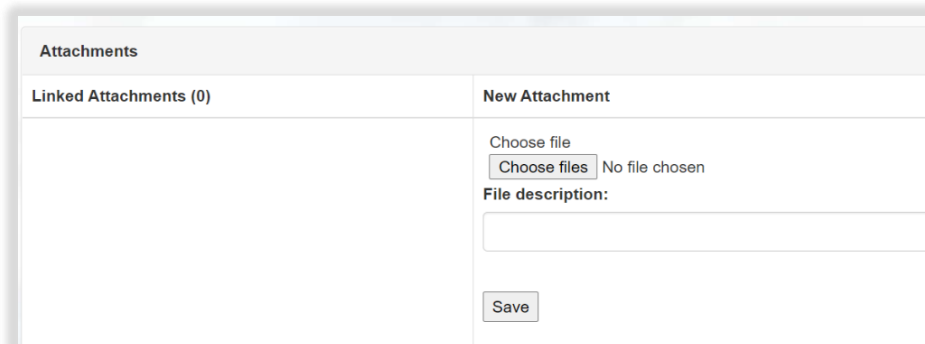
You will receive confirmation that the record has been saved and created.



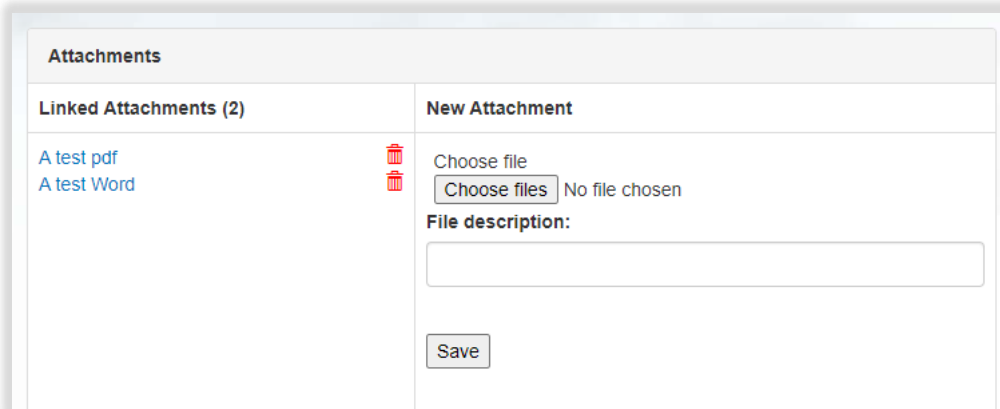
You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your Direct Observation of Practical Skills, select “Edit” to view the record you have just created and upload a file.



Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



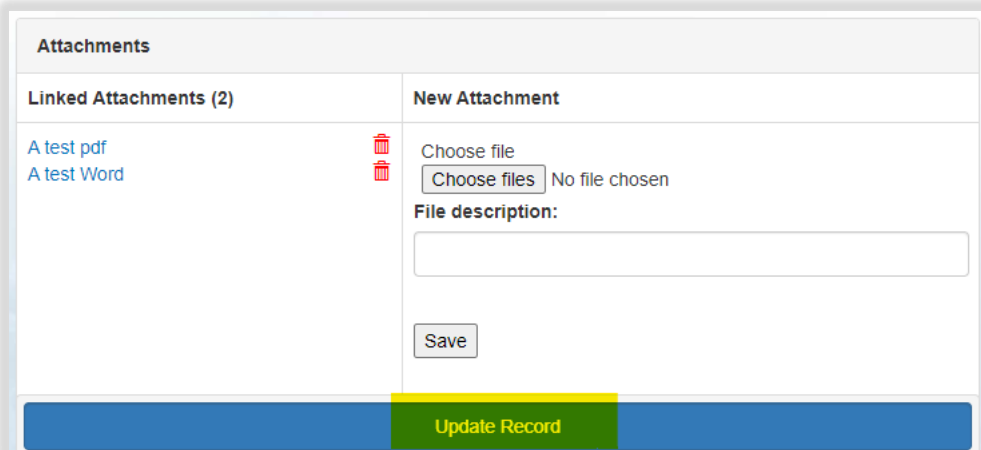
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



The screenshot shows a web interface titled "Attachments". It is divided into two main sections: "Linked Attachments (2)" and "New Attachment".

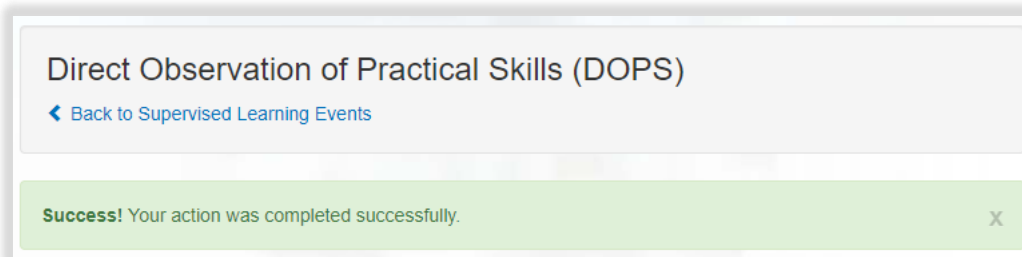
- Linked Attachments (2):** This section contains two links: "A test pdf" and "A test Word". To the right of each link is a red trash can icon, indicating that the attachment can be deleted.
- New Attachment:** This section contains a "Choose file" button, a "Choose files" button (which is currently disabled), and the text "No file chosen". Below this is a "File description:" label followed by a text input field. At the bottom of this section is a "Save" button.

When you have finished editing, select "Update Record".



This screenshot is identical to the previous one, showing the "Attachments" section. However, at the bottom of the interface, there is a horizontal bar with three buttons: a blue button on the left, a green button in the middle labeled "Update Record", and another blue button on the right. The "Update Record" button is highlighted with a yellow background.

You will receive confirmation that the record has been updated.



The screenshot shows a confirmation message for the "Direct Observation of Practical Skills (DOPS)" form. At the top, it says "Direct Observation of Practical Skills (DOPS)" and below it is a link "Back to Supervised Learning Events". Below the link is a green success message: "Success! Your action was completed successfully." with a close button (X) on the right.

You can view and edit the form as per instructions provided in section 4.3.

### 8.3 Mini Clinical Evaluation Exercise (Mini-CEX)

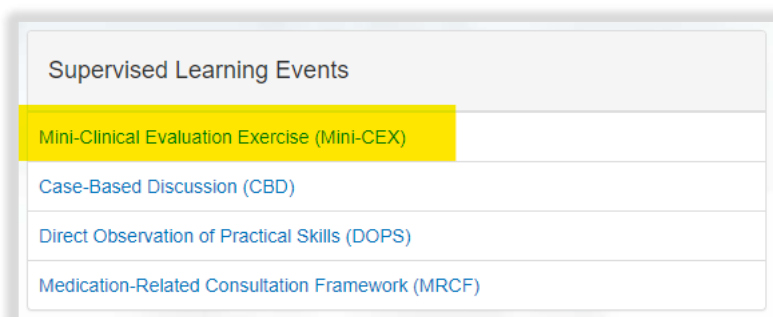
This assessment tool is useful for assessing your ability to identify, action and resolve issues effectively when providing pharmaceutical care for a patient. It also assesses your skills, attitudes, and behaviours essential to the provision of high-quality care. It is a snapshot of your practice, involving the observation and assessment of your day-to-day work. This usually takes about 15-20 minutes to complete, which includes time for discussion.

A Mini-CEX can be adapted to many scenarios, such as carrying out a medicine reconciliation, taking in and resolving an issue with a request for medication (e.g., out of stock or contra-indicated medications) and medicines use reviews.

A downloadable version of the form can be found [here](#).

#### 8.3.1 Creating and completing a Mini Clinical Evaluation Exercise

To access the Mini Clinical Evaluation Exercise, select 'Mini Clinical Evaluation Exercise' from the SLE page.



Select "Start New Form" to create a new record.



The 'Mini Clinical Evaluation Exercise' form will appear. Complete the required fields as instructed EXCEPT the 'Ticketed Supervisor' fields.

### Mini-Clinical Evaluation Exercise (Mini-CEX)

[← Back to Supervised Learning Events](#)

#### Mini-CEX Details

Mini-CEX Title \*

Date of Mini-CEX \*

DD/MM/YYYY

Stage of Training

#### Ticketed Supervisor

Name

Email


Please grade the following areas

Delivery of patient care <i>Help Text</i>	Below expectations	Meets expectations	Above expectations	Not Applicable
1. Patient consultation * <i>Help text</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Need for medication *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Medication choice *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**NOTE:** You will notice there are rating fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

Continue and complete the rest of the form as instructed.



Remember to complete the Framework mapping. Select  to expand each framework and section.

Framework Mapping

HEE Foundation Assessment Activities

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration

Domain: Professional practice

Domain: Leadership and management

Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

HEE Foundation Assessment Activities

Group A: Clinical and patient-facing activities

☐ A1 Medicines reconciliation

☒ A2 Patient consultation: Medicines use

☐ A3 Patient consultation: Diagnose / assess / recommend

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration

☐ 1. Demonstrate empathy and keep the person at the centre of their approach to care at all times

☒ 2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing

☒ 3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person

☒ 4. Understand the variety of settings and adapt their communication accordingly

☐ 5. Proactively support people to make safe and effective use of their medicines and devices

**NOTE:** GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

When you have completed all the required fields, select “Create Record”.

Create Record

You will receive confirmation that the record has been saved and created.

### Mini-Clinical Evaluation Exercise (Mini-CEX)

[← Back to Supervised Learning Events](#)

**Success!** Your action was completed successfully.

You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your Mini Clinical Evaluation Exercise, select “Edit” to view the record you have just created and upload a file.

### Mini-Clinical Evaluation Exercise (Mini-CEX)

[← Back to Supervised Learning Events](#)

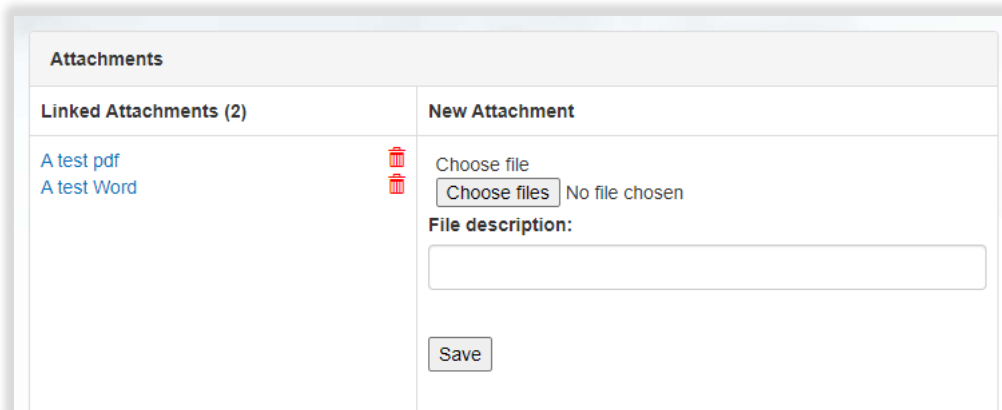
Mini-CEX Title	Date of Mini-CEX	Stage of Training	Date Created	Completed	Actions
Mini-CEX form a	27/10/2021	12 weeks	09/08/2021		<a href="#">View</a> <a href="#">Edit</a>

Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

#### Attachments

Linked Attachments (0)	New Attachment
	<p>Choose file</p> <p><a href="#">Choose files</a> No file chosen</p> <p>File description:</p> <p></p> <p><a href="#">Save</a></p>

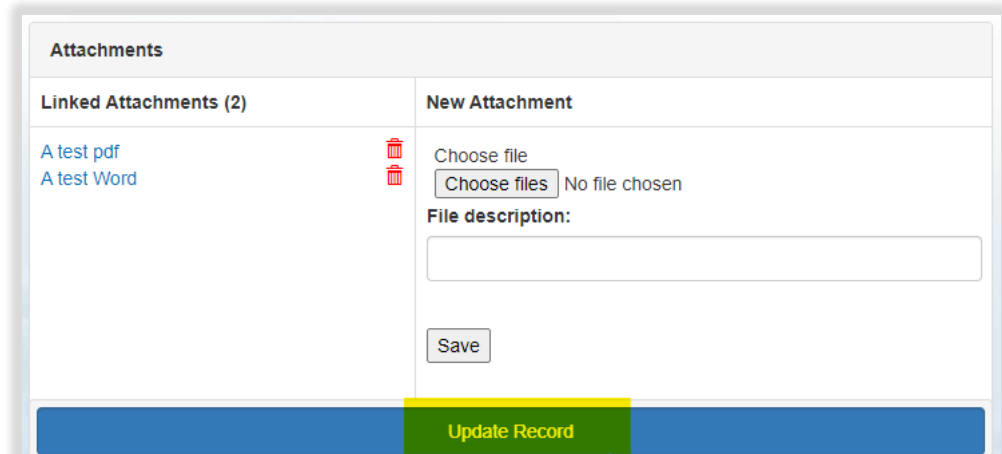
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



The screenshot shows a web interface titled "Attachments". It is divided into two main sections: "Linked Attachments (2)" and "New Attachment".

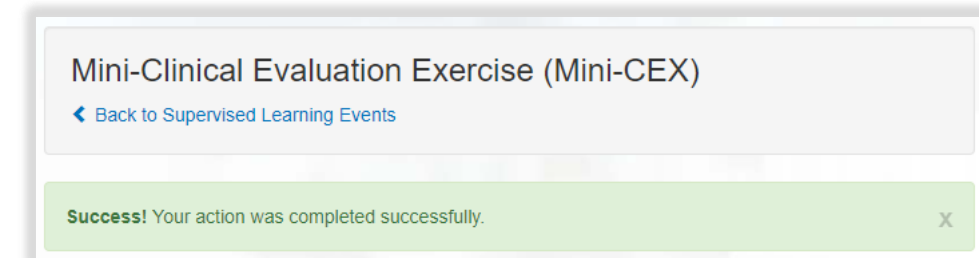
- Linked Attachments (2):** This section contains two links: "A test pdf" and "A test Word". To the right of these links are two red trash can icons, indicating that they can be deleted.
- New Attachment:** This section contains a "Choose file" label, a "Choose files" button, and the text "No file chosen". Below this is a "File description:" label and a text input field. At the bottom of this section is a "Save" button.

When you have finished editing select "Update Record".



This screenshot is identical to the previous one, showing the "Attachments" section. However, at the bottom of the interface, there is a blue bar with a green button labeled "Update Record" in the center, which is highlighted to indicate the next step.

You will receive confirmation that the record has been updated.



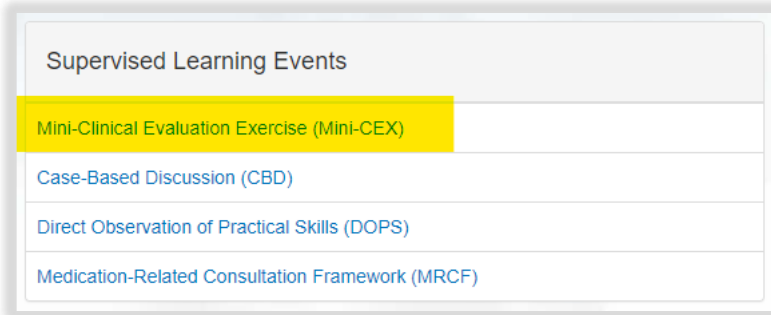
The screenshot shows a confirmation screen for the "Mini-Clinical Evaluation Exercise (Mini-CEX)".

- At the top, it says "Mini-Clinical Evaluation Exercise (Mini-CEX)".
- Below that is a link: "< Back to Supervised Learning Events".
- A green success message box at the bottom states: "Success! Your action was completed successfully." with a close button (X) on the right.

You can view and edit the form as per instructions provided in section 4.3.

### 8.3.2 Seeking feedback on a Mini Clinical Evaluation Exercise via an e-ticket

To access the Mini Clinical Evaluation Exercise, select 'Mini Clinical Evaluation Exercise' from the SLE page.



A screenshot of a web interface showing a list of 'Supervised Learning Events'. The list is contained within a light grey box with a thin border. The title 'Supervised Learning Events' is at the top in a bold, dark grey font. Below the title, there are five items, each on a separate line with a light blue link-like text. The first item, 'Mini-Clinical Evaluation Exercise (Mini-CEX)', is highlighted with a yellow background. The other items are 'Case-Based Discussion (CBD)', 'Direct Observation of Practical Skills (DOPS)', and 'Medication-Related Consultation Framework (MRCF)'.

Supervised Learning Events
Mini-Clinical Evaluation Exercise (Mini-CEX)
Case-Based Discussion (CBD)
Direct Observation of Practical Skills (DOPS)
Medication-Related Consultation Framework (MRCF)

Select "Start New Form" to create a new record.



A screenshot of the 'Mini-Clinical Evaluation Exercise (Mini-CEX)' page. The page has a light grey header with the title 'Mini-Clinical Evaluation Exercise (Mini-CEX)' and a blue link 'Back to Supervised Learning Events' with a left-pointing arrow. Below the header is a white box with the text 'No existing records found.' At the bottom of the page, there are two blue buttons: 'Upload Form' on the left and 'Start New Form' on the right.

Mini-Clinical Evaluation Exercise (Mini-CEX)

[Back to Supervised Learning Events](#)

No existing records found.

[Upload Form](#) [Start New Form](#)

The 'Mini Clinical Evaluation Exercise' form will appear. Complete the required fields as instructed INCLUDING the 'Ticketed Supervisor' fields.



### Mini-Clinical Evaluation Exercise (Mini-CEX)

[Back to Supervised Learning Events](#)

#### Mini-CEX Details

Mini-CEX Title \*

Date of Mini-CEX \*

DD/MM/YYYY

Stage of Training

#### Ticketed Supervisor

Name

Email

Please grade the following areas

Delivery of patient care <i>Help Text</i>	Below expectations	Meets expectations	Above expectations	Not Applicable
--	--------------------	--------------------	--------------------	----------------

Enter in their full name and email address.

#### Ticketed Supervisor

Name

Email

**NOTE:** You will notice there are rating fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

Continue and complete the rest of the form as instructed.



Remember to complete the Framework mapping. Select to expand each framework and section.

Framework Mapping ?

HEE Foundation Assessment Activities ^

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration ^

Domain: Professional practice ^

Domain: Leadership and management ^

Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

HEE Foundation Assessment Activities v

Group A: Clinical and patient-facing activities

☐ A1 Medicines reconciliation

☒ A2 Patient consultation: Medicines use

☐ A3 Patient consultation: Diagnose / assess / recommend

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration v

☐ 1. Demonstrate empathy and keep the person at the centre of their approach to care at all times

☒ 2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing

☒ 3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person

☒ 4. Understand the variety of settings and adapt their communication accordingly

☐ 5. Proactively support people to make safe and effective use of their medicines and devices

**NOTE:** GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

When you have completed all the required fields, select “Create Record and Send Email to Collaborator”.

Create Record and Send Email to Collaborator

Create Record

The form will update, and you will receive confirmation that the email has been sent.

Ticketed Supervisor	
Name	Full name
Email	fullname@email.com (Invited) <a href="#">Resend Invitation</a> / <a href="#">Cancel Invitation</a>

Your collaborator will receive an automatic email from the E-portfolio with a link to provide feedback. Please advise your collaborator to also check their junk folder as the automatic emails can on occasions be filtered out as spam.  
You will receive confirmation that the record has been saved and created.

### Mini-Clinical Evaluation Exercise (Mini-CEX)

[Back to Supervised Learning Events](#)

**Success!** Your action was completed successfully.

You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your Mini Clinical Evaluation Exercise, select “Edit” to view the record you have just created and upload a file.

### Mini-Clinical Evaluation Exercise (Mini-CEX)

[Back to Supervised Learning Events](#)

Mini-CEX Title	Date of Mini-CEX	Stage of Training	Date Created	Completed	Actions
Mini-CEX form a	27/10/2021	12 weeks	09/08/2021		<a href="#">View</a> <a href="#">Edit</a>

Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

Attachments	
Linked Attachments (0)	New Attachment
	<p>Choose file</p> <p><input type="button" value="Choose files"/> No file chosen</p> <p>File description:</p> <input type="text"/> <p><input type="button" value="Save"/></p>

You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.

Attachments	
Linked Attachments (2)	New Attachment
<p><a href="#">A test pdf</a></p> <p><a href="#">A test Word</a></p>	<p>Choose file</p> <p><input type="button" value="Choose files"/> No file chosen</p> <p>File description:</p> <input type="text"/> <p><input type="button" value="Save"/></p>

Select “Update Record” once you are ready to save the form.

	<input type="button" value="Update Record"/>	
--	--	--

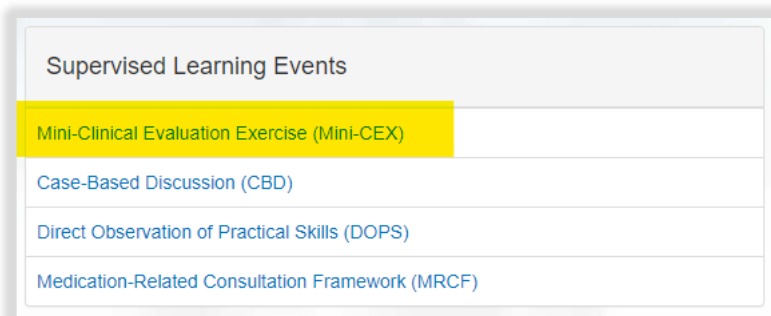
You will receive confirmation that the record has been updated.

<p>Mini-Clinical Evaluation Exercise (Mini-CEX)</p> <p><a href="#">← Back to Supervised Learning Events</a></p>	
<p><b>Success!</b> Your action was completed successfully. <span style="float: right;">X</span></p>	

You can view the form as per instructions provided in section 4.3.

### 8.3.3 Uploading a Mini Clinical Evaluation Exercise

To access the Mini Clinical Evaluation Exercise, select 'Mini Clinical Evaluation Exercise' from the SLE page.



Select 'Upload Form'.



Complete the required fields as instructed.

### Mini-Clinical Evaluation Exercise (Mini-CEX)

[← Back to Supervised Learning Events](#)

#### Mini-CEX Details

Mini-CEX Title \*

Date of Mini-CEX \*

DD/MM/YYYY

Stage of Training

#### Summary


**Summary of case \***  
*to include clinical setting, patient type, focus of encounter, new or follow up, complexity of case*

What went well? \*

**NOTE:** You will notice there are rating fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

Continue and complete the rest of the form as instructed.



Remember to complete the Framework mapping. Select  to expand each framework and section.

Framework Mapping ?

HEE Foundation Assessment Activities ^

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration ^

Domain: Professional practice ^

Domain: Leadership and management ^

Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

## HEE Foundation Assessment Activities ▾

### Group A: Clinical and patient-facing activities

- ☐ A1 Medicines reconciliation
- ☒ A2 Patient consultation: Medicines use
- ☐ A3 Patient consultation: Diagnose / assess / recommend

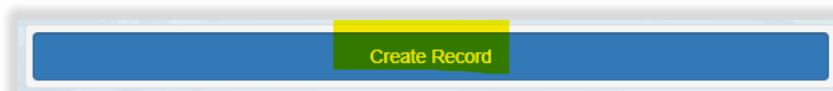
## GPhC Initial Education and Training Learning Outcomes

### Domain: Person - Centred Care and Collaboration ▾

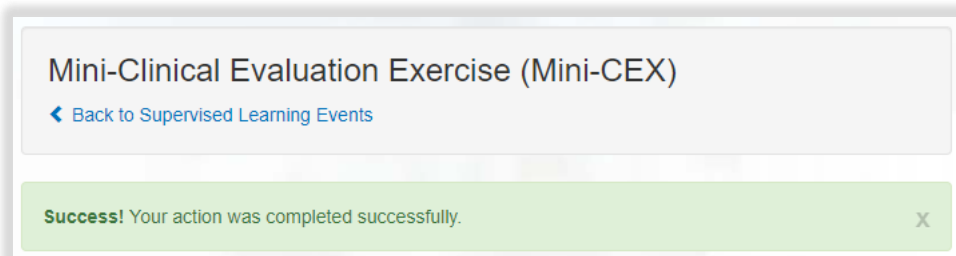
- ☐ 1. Demonstrate empathy and keep the person at the centre of their approach to care at all times
- ☒ 2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing
- ☒ 3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person
- ☒ 4. Understand the variety of settings and adapt their communication accordingly
- ☐ 5. Proactively support people to make safe and effective use of their medicines and devices

**NOTE:** GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

When you have completed all the required fields, select “Create Record”.



You will receive confirmation that the record has been saved and created.



You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your Mini Clinical Evaluation Exercise page.

Select, select “Edit” to view the record you have just created and upload a file.

Mini-Clinical Evaluation Exercise (Mini-CEX)					
<a href="#">← Back to Supervised Learning Events</a>					
Mini-CEX Title	Date of Mini-CEX	Stage of Training	Date Created	Completed	Actions
Mini-CEX form a	27/10/2021	12 weeks	09/08/2021		<a href="#">View</a> <a href="#">Edit</a>

Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

Attachments

Linked Attachments (0)

New Attachment

Choose file

Choose files No file chosen

File description:

Save

You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.

Attachments

Linked Attachments (2)

A test pdf

A test Word

New Attachment

Choose file



Choose files No file chosen

File description:

Save

When you have finished editing, select “Update Record”.



Attachments	
Linked Attachments (2)	New Attachment
<a href="#">A test pdf</a> <a href="#">A test Word</a>	<div> </div> <div>Choose file <input type="button" value="Choose files"/> No file chosen</div> <div>File description: <input type="text"/></div> <div><input type="button" value="Save"/></div>
<div><div></div><div>Update Record</div><div></div></div>	

You will receive confirmation that the record has been updated.

### Mini-Clinical Evaluation Exercise (Mini-CEX)

[← Back to Supervised Learning Events](#)

**Success!** Your action was completed successfully. X

You can view and edit the form as per instructions provided in section 4.3.

## 8.4 Medication Related Consultation Framework (MRCF)

The medication related consultation framework is a reflective tool and is a structured validated patient-centred approach to patient consultation. It supports you in developing consultation skills.

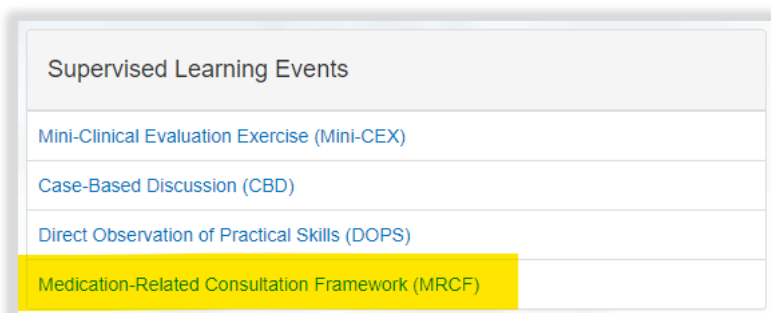
This assessment tool enables your designated supervisor and collaborators to assess whether you are an effective communicator and able to shape the patient's behaviour through a shared agenda to ensure medicines optimisation. This assessment can take between 10-30 minutes (this will depend on the patient in question).

In most cases your designated supervisor, or collaborator will complete this record, however you will also be able to complete sections yourself.

A downloadable version of the form can be found [here](#).

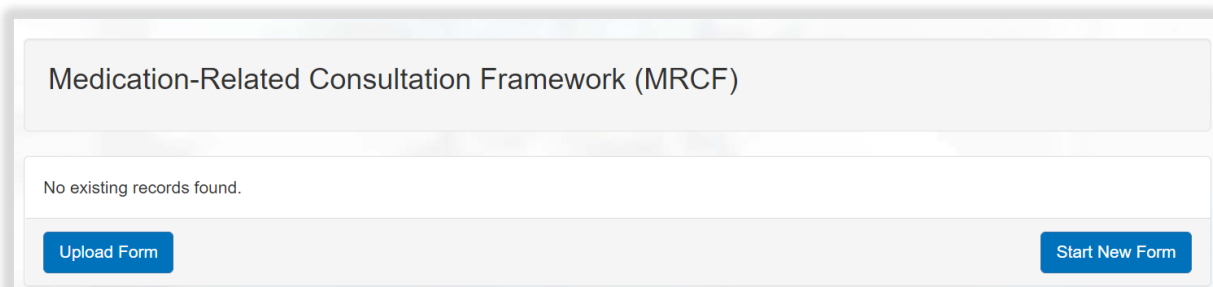
### 8.4.1 Creating and completing a Medication Related Consultation Framework

To access the Medication Related Consultation Framework, select 'Medication Related Consultation Framework' from the SLE page.



Supervised Learning Events
<a href="#">Mini-Clinical Evaluation Exercise (Mini-CEX)</a>
<a href="#">Case-Based Discussion (CBD)</a>
<a href="#">Direct Observation of Practical Skills (DOPS)</a>
<b><a href="#">Medication-Related Consultation Framework (MRCF)</a></b>

Select "Start New Form" to create a new record.



### Medication-Related Consultation Framework (MRCF)

No existing records found.

[Upload Form](#)
[Start New Form](#)


The 'Medication Related Consultation Framework' form will appear. Complete the required fields as instructed EXCEPT the 'Ticketed Supervisor' fields.

### Medication-Related Consultation Framework (MRCF)

[← Back to Supervised Learning Events](#)

#### MRCF Details

MRCF Title \*

Date of MRCF \*


Stage of Training

#### Ticketed Supervisor

Name

Email


How well did the trainee undertake the following activities when consulting with the patient?

(A) Introduction	Not Met	Met	Not Applicable
A.1 Introduces self *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A.2 Confirms patient's identity *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A.3 Discusses purpose and structure of the consultation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**NOTE:** You will notice there are rating fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

Continue and complete the rest of the form as instructed.



Remember to complete the Framework mapping. Select  to expand each framework and section.

Framework Mapping

HEE Foundation Assessment Activities

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration

Domain: Professional practice

Domain: Leadership and management

Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

HEE Foundation Assessment Activities

Group A: Clinical and patient-facing activities

☐ A1 Medicines reconciliation

☒ A2 Patient consultation: Medicines use

☐ A3 Patient consultation: Diagnose / assess / recommend

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration

☐ 1. Demonstrate empathy and keep the person at the centre of their approach to care at all times

☒ 2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing

☒ 3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person

☒ 4. Understand the variety of settings and adapt their communication accordingly

☐ 5. Proactively support people to make safe and effective use of their medicines and devices

**NOTE:** GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

When you have completed all the required fields, select “Create Record”.

Create Record

You will receive confirmation that the record has been saved and created.

Medication-Related Consultation Framework (MRCF)

[← Back to Supervised Learning Events](#)

**Success!** Your action was completed successfully.
 X

You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your Medication Related Consultation Framework, select “Edit” to view the record you have just created and upload a file.

Medication-Related Consultation Framework (MRCF)

[← Back to Supervised Learning Events](#)

MRCF Title	Date of MRCF	Stage of Training	Date Created	Completed	Actions
MRCF form a	19/08/2021	3 weeks	09/08/2021		<a href="#">View</a> <a href="#">Edit</a>

Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

Attachments

Linked Attachments (0)

New Attachment

Choose file

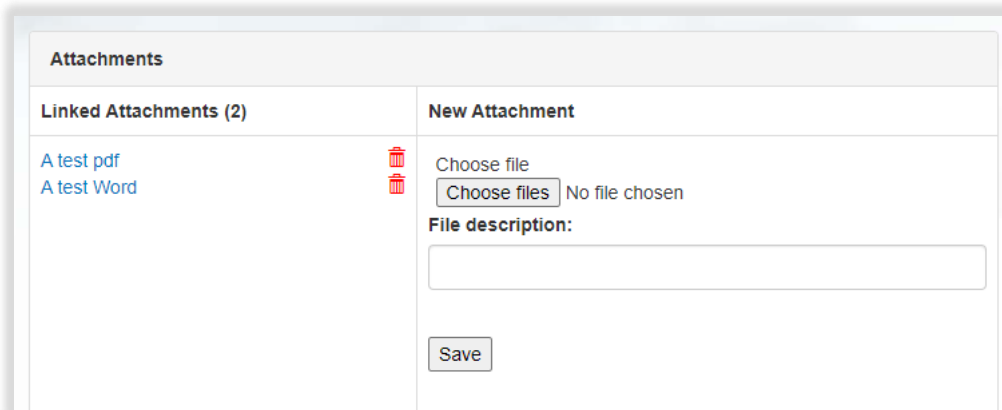
Choose files

No file chosen

File description:

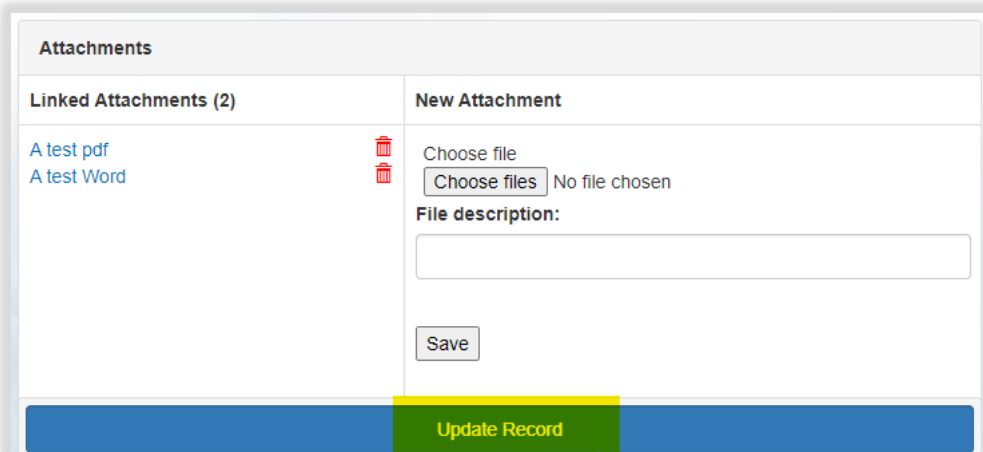
Save

You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



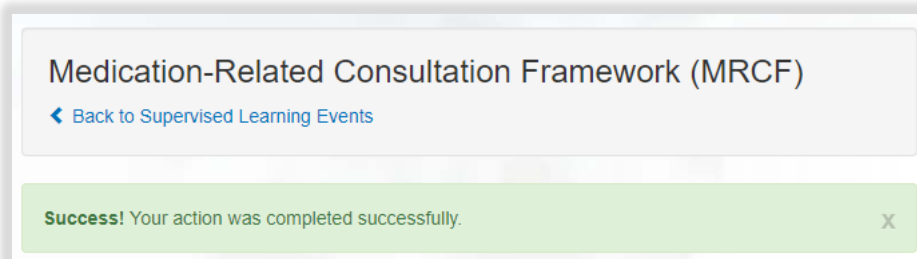
The screenshot shows the 'Attachments' section of the e-portfolio. It is divided into two main areas: 'Linked Attachments (2)' and 'New Attachment'. Under 'Linked Attachments (2)', there are two items: 'A test pdf' and 'A test Word', each with a red trash can icon to its right. The 'New Attachment' section on the right contains a 'Choose file' label, a 'Choose files' button, and the text 'No file chosen'. Below this is a 'File description:' label and a text input field. At the bottom of the 'New Attachment' section is a 'Save' button.

When you have finished editing, select “Update Record”.



This screenshot is identical to the previous one, showing the 'Attachments' section. However, at the bottom of the interface, there is a blue bar with a green button labeled 'Update Record' in the center, which is highlighted.

You will receive confirmation that the record has been updated.

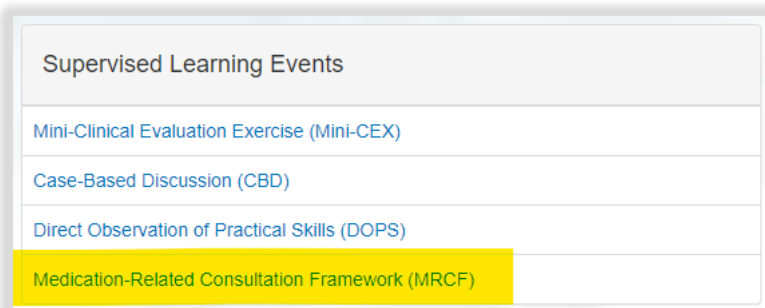


The screenshot shows the 'Medication-Related Consultation Framework (MRCF)' page. At the top, there is a header with the title 'Medication-Related Consultation Framework (MRCF)' and a blue link 'Back to Supervised Learning Events'. Below the header is a green success message box that says 'Success! Your action was completed successfully.' with a close button 'X' on the right.

You can view and edit the form as per instructions provided in section 4.3.

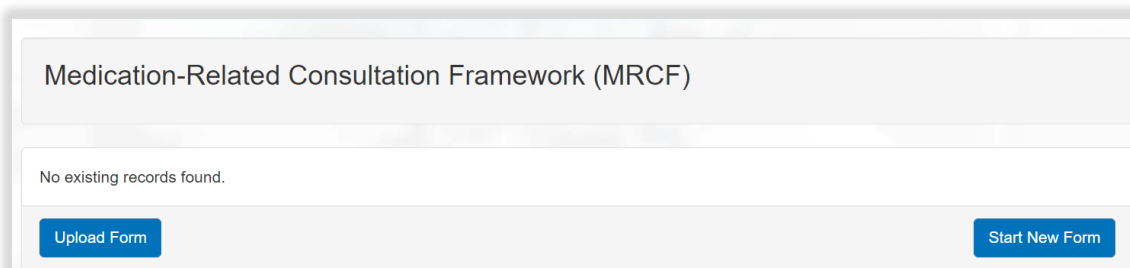
### 8.4.2 Seeking feedback on a Medication Related Consultation Framework via an e-ticket

To access the Medication Related Consultation Framework, select 'Medication Related Consultation Framework' from the SLE page.



Supervised Learning Events
<a href="#">Mini-Clinical Evaluation Exercise (Mini-CEX)</a>
<a href="#">Case-Based Discussion (CBD)</a>
<a href="#">Direct Observation of Practical Skills (DOPS)</a>
<b><a href="#">Medication-Related Consultation Framework (MRCF)</a></b>

Select "Start New Form" to create a new record.

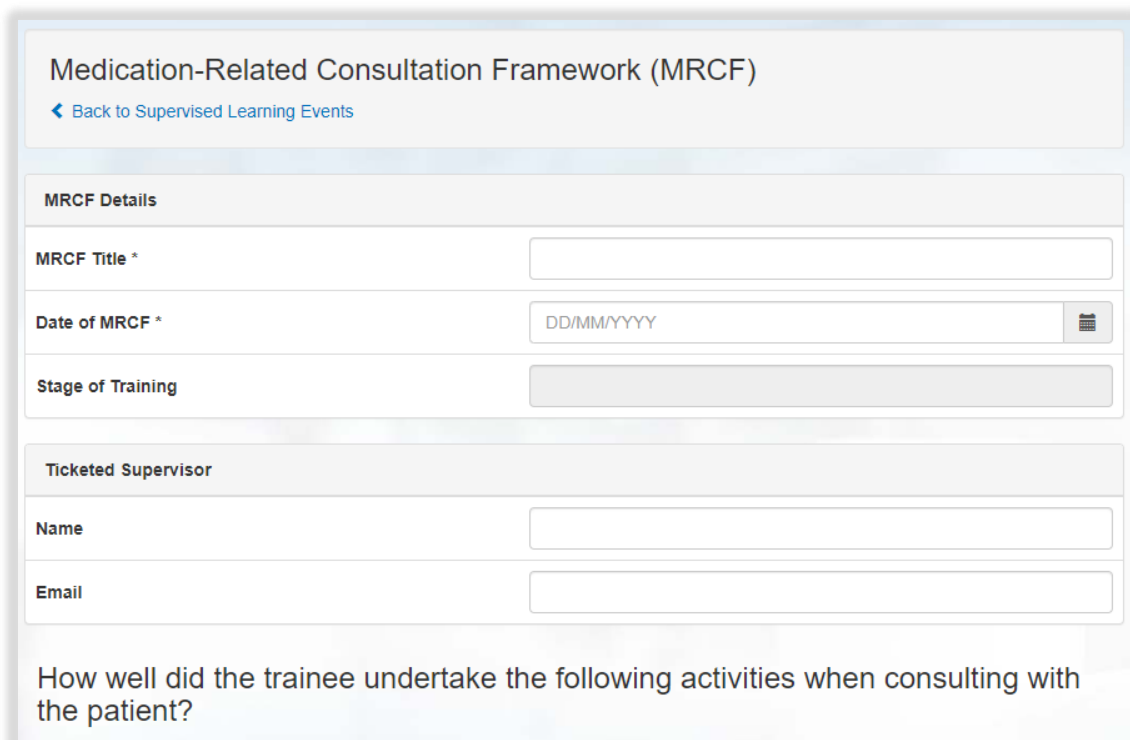


Medication-Related Consultation Framework (MRCF)

No existing records found.

[Upload Form](#)
[Start New Form](#)

The 'Medication Related Consultation Framework' form will appear. Complete the required fields as instructed INCLUDING the 'Ticketed Supervisor' fields.




Medication-Related Consultation Framework (MRCF)

[Back to Supervised Learning Events](#)

---

**MRCF Details**

MRCF Title \*

Date of MRCF \*  

Stage of Training

---

**Ticketed Supervisor**

Name

Email

---


How well did the trainee undertake the following activities when consulting with the patient?

Enter in their full name and email address.

Ticketed Supervisor	
Name	<input type="text"/>
Email	<input type="text"/>

**NOTE:** You will notice there are rating fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

Continue and complete the rest of the form as instructed.

Remember to complete the Framework mapping. Select  to expand each framework and section.

Framework Mapping ?
HEE Foundation Assessment Activities ^
GPhC Initial Education and Training Learning Outcomes
Domain: Person - Centred Care and Collaboration ^
Domain: Professional practice ^
Domain: Leadership and management ^



Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

### HEE Foundation Assessment Activities ▼

#### Group A: Clinical and patient-facing activities

- ☐ A1 Medicines reconciliation
- ☒ A2 Patient consultation: Medicines use
- ☐ A3 Patient consultation: Diagnose / assess / recommend

### GPhC Initial Education and Training Learning Outcomes

#### Domain: Person - Centred Care and Collaboration ▼

- ☐ 1. Demonstrate empathy and keep the person at the centre of their approach to care at all times
- ☒ 2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing
- ☒ 3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person
- ☒ 4. Understand the variety of settings and adapt their communication accordingly
- ☐ 5. Proactively support people to make safe and effective use of their medicines and devices

**NOTE:** GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

When you have completed all the required fields, select “Create Record and Send Email to Collaborator”.

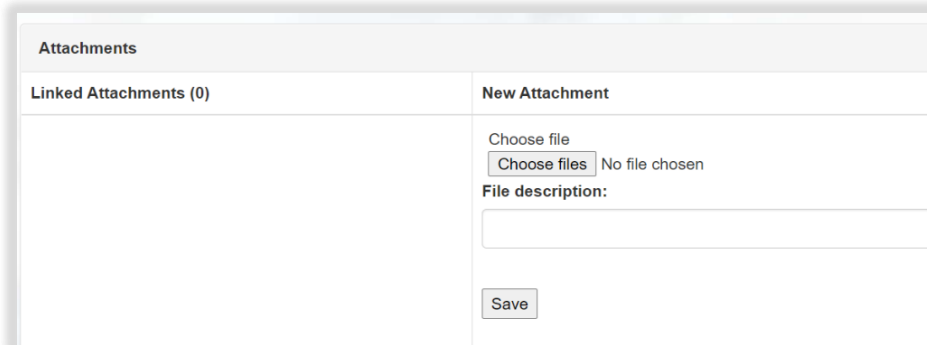
Two buttons are visible at the bottom of the form. The top button is green with the text "Create Record and Send Email to Collaborator". The bottom button is blue with the text "Create Record".

The form will update, and you will receive confirmation that the email has been sent.

The "Ticketed Supervisor" section contains two rows. The first row is for "Name" with a text input field containing "Full name". The second row is for "Email" with a text input field containing "fullname@email.com (Invited)". Below the email field are two links: "Resend Invitation" and "Cancel Invitation".

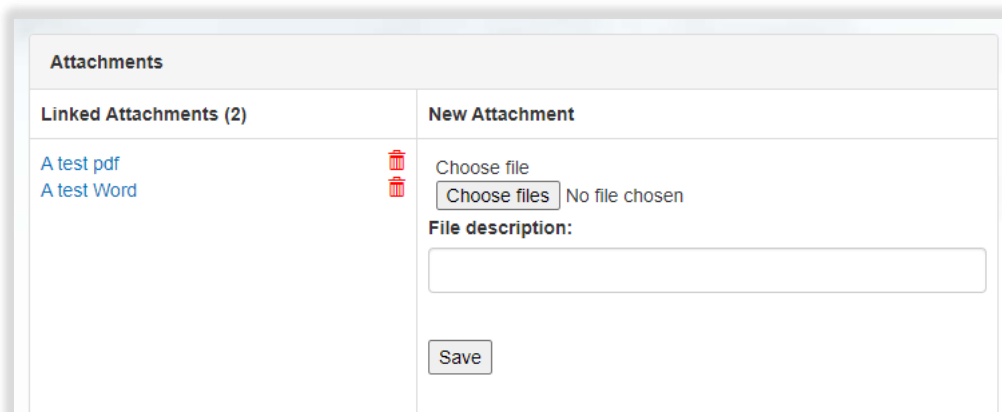
Your collaborator will receive an automatic email from the E-portfolio with a link to provide feedback. Please advise your collaborator to also check their junk folder as the automatic emails can on occasions be filtered out as spam.

Continue with the form and attach any relevant files as evidence of your meeting. Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



The screenshot shows a form titled "Attachments". It is divided into two main sections: "Linked Attachments (0)" on the left and "New Attachment" on the right. The "New Attachment" section contains a "Choose file" label, a "Choose files" button, and the text "No file chosen". Below this is a "File description:" label followed by a text input field. At the bottom of the "New Attachment" section is a "Save" button.

You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



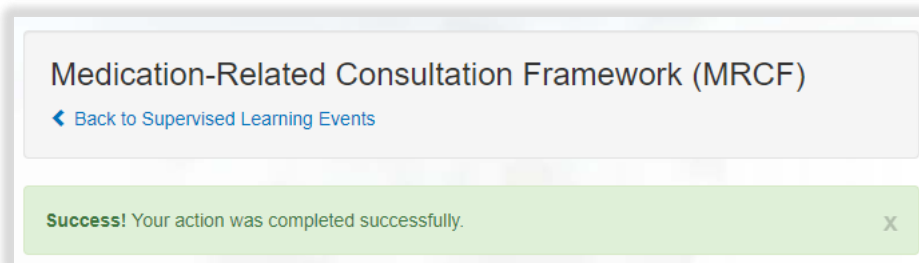
The screenshot shows the "Attachments" form with two "Linked Attachments": "A test pdf" and "A test Word". Each attachment has a small red trash can icon to its right. The "New Attachment" section on the right is identical to the previous screenshot, with a "Choose files" button, "No file chosen" text, a "File description:" input field, and a "Save" button.

Select “Update Record” once you are ready to save the form.



The screenshot shows a single button labeled "Update Record" with a green background and white text.

You will receive confirmation that the record has been updated.



The screenshot shows a confirmation screen titled "Medication-Related Consultation Framework (MRCF)". Below the title is a link: "← Back to Supervised Learning Events". At the bottom, there is a green success message: "Success! Your action was completed successfully." with a close button (X) on the right.

You can view the form as per instructions provided in section 4.3.

### 8.4.3 Uploading a Medication Related Consultation Framework

To access the Medication Related Consultation Framework, select 'Medication Related Consultation Framework' from the SLE page.

Supervised Learning Events
<a href="#">Mini-Clinical Evaluation Exercise (Mini-CEX)</a>
<a href="#">Case-Based Discussion (CBD)</a>
<a href="#">Direct Observation of Practical Skills (DOPS)</a>
<b><a href="#">Medication-Related Consultation Framework (MRCF)</a></b>

Select 'Upload Form'.

Medication-Related Consultation Framework (MRCF)

No existing records found.

Upload Form

Start New Form

Complete the required fields as instructed.

Medication-Related Consultation Framework (MRCF)

[Back to Supervised Learning Events](#)

MRCF Details

MRCF Title \*

Date of MRCF \*

DD/MM/YYYY

Stage of Training

Summary

Summary of case \*  
to include clinical setting, patient type, focus of encounter, new or follow up, complexity of case

What went well? \*



Remember to complete the Framework mapping. Select to expand each framework and section.

Framework Mapping

HEE Foundation Assessment Activities

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration

Domain: Professional practice

Domain: Leadership and management

Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

HEE Foundation Assessment Activities

Group A: Clinical and patient-facing activities

☐ A1 Medicines reconciliation

☒ A2 Patient consultation: Medicines use

☐ A3 Patient consultation: Diagnose / assess / recommend

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration

☐ 1. Demonstrate empathy and keep the person at the centre of their approach to care at all times

☒ 2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing

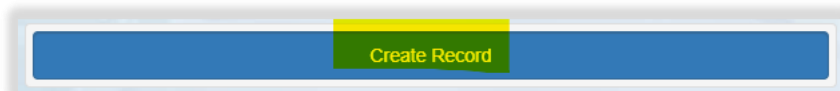
☒ 3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person

☒ 4. Understand the variety of settings and adapt their communication accordingly

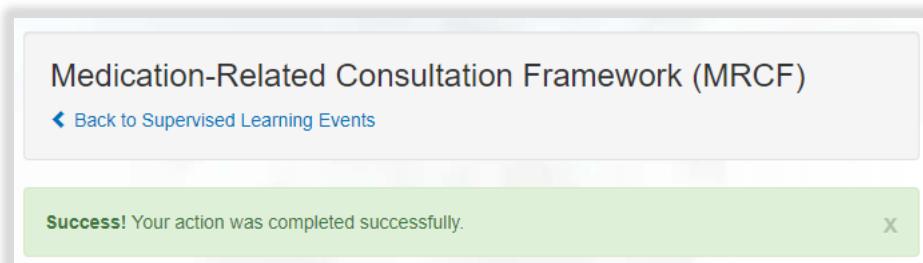
☐ 5. Proactively support people to make safe and effective use of their medicines and devices

**NOTE:** GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

When you have completed all the required fields, select “Create Record”.

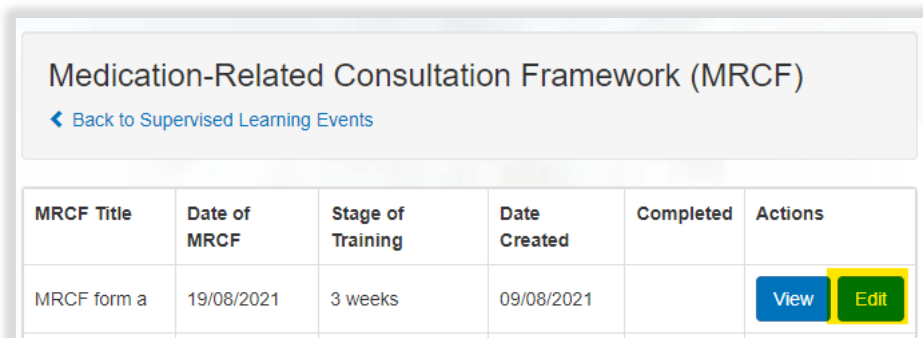


You will receive confirmation that the record has been saved and created.

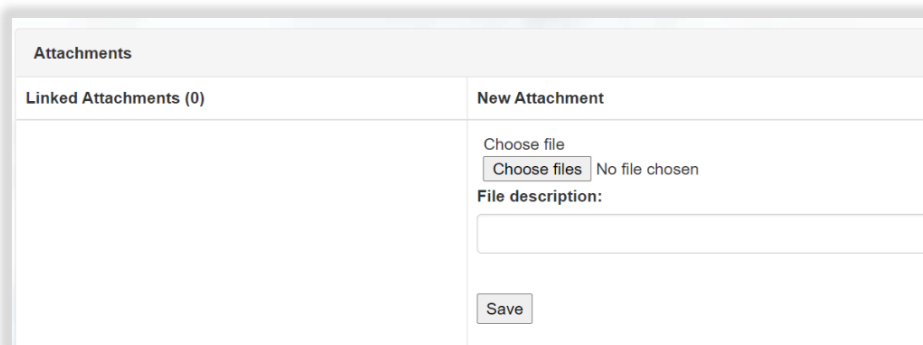


You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your Medication Related Consultation Framework.

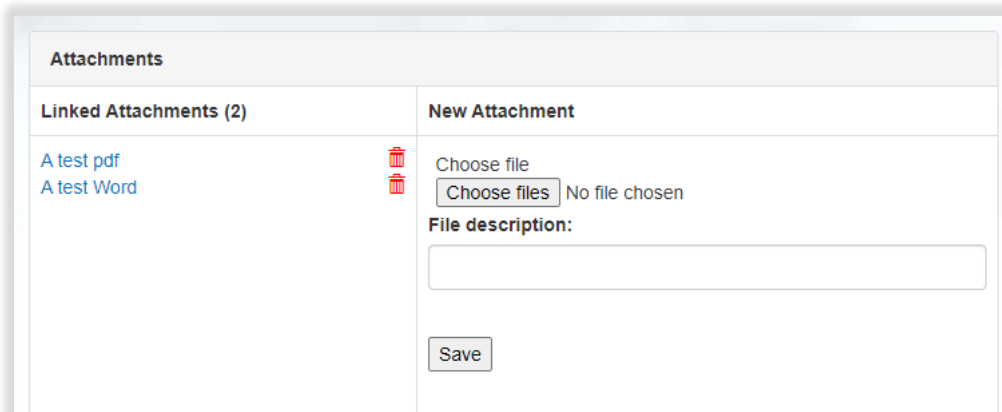
Select “Edit” to view the record you have just created and upload a file.



Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

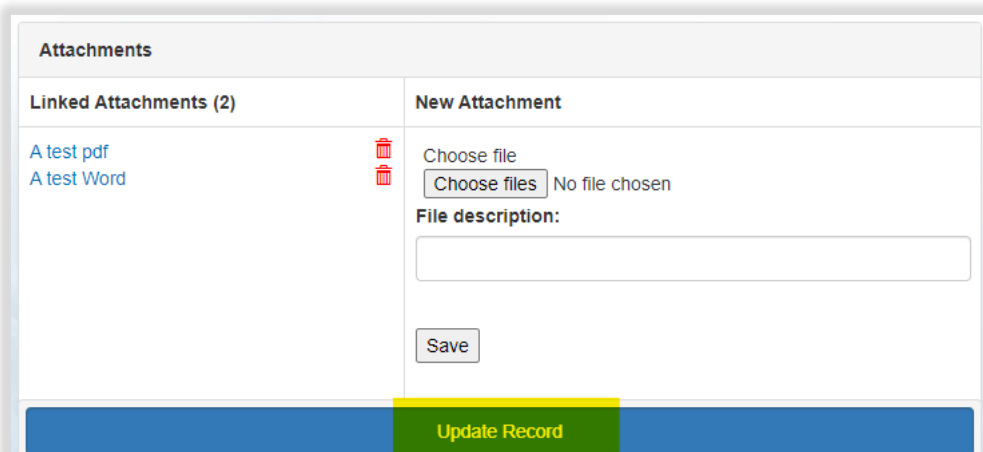


You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



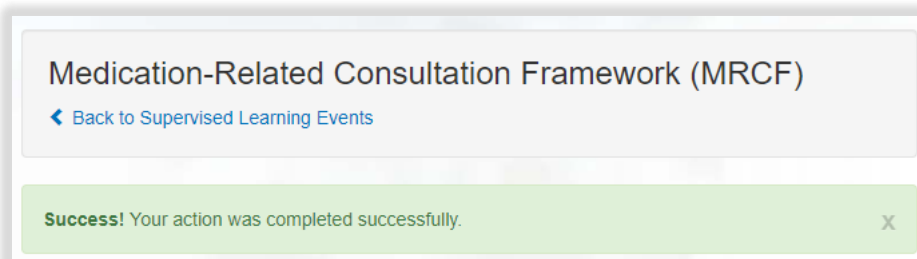
The screenshot shows the 'Attachments' section of the e-portfolio. It is divided into two main areas: 'Linked Attachments (2)' and 'New Attachment'. Under 'Linked Attachments (2)', there are two items: 'A test pdf' and 'A test Word', each with a red trash can icon to its right. The 'New Attachment' section on the right contains a 'Choose file' label, a 'Choose files' button, and the text 'No file chosen'. Below this is a 'File description:' label and a text input field. At the bottom of the 'New Attachment' section is a 'Save' button.

When you have finished editing select “Update Record”.



This screenshot is identical to the previous one, showing the 'Attachments' section. However, at the bottom of the interface, there is a blue bar with a green button labeled 'Update Record'.

You will receive confirmation that the record has been updated.



The screenshot shows a confirmation screen for the 'Medication-Related Consultation Framework (MRCF)'. At the top, there is a title 'Medication-Related Consultation Framework (MRCF)' and a link '< Back to Supervised Learning Events'. Below this is a green success message: 'Success! Your action was completed successfully.' with a close button 'X' on the right.

You can view and edit the form as per instructions provided in section 4.3.

## 9 Actions

This section displays a list of actions that have been generated within other forms. This will become your 'to-do' list for your learning and development. You can view actions and mark them as complete as you progress through your training.

**NOTE:** Learning needs analysis actions will not appear in this Actions section. They will appear in the Learning Needs Analysis and Personal Development Plan areas; see section 5 for further details.

### 9.1.1 Creating and viewing Actions

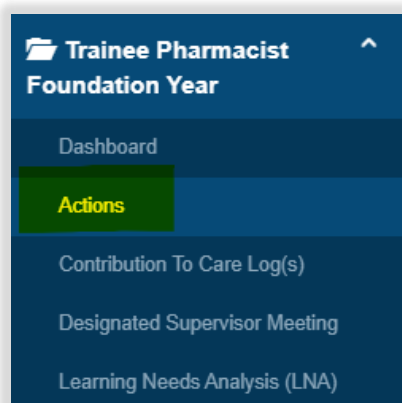
All SLE forms, meeting records, other records contain an optional field called 'Agreed Actions', allowing you to create an action as you complete the form. This will appear in your 'Actions' area.

Information about completing SLEs can be found in section 8.



The screenshot shows a form with three sections. The first section is 'Suggestions for development \*' with a large text area. The second section is 'Agreed action \*' with a text area; the label 'Agreed action \*' is highlighted in yellow, and below it is the text 'SMART: Specific, Measurable, Achievable, Realistic and Timely'. The third section is 'Trainee Pharmacist Reflection \*' with a text area.

To view your actions, navigate to "Actions" from the navigation menu on the left-hand side of the screen.



All the actions that have been created from various assessment tools and forms will appear here. You will be able to view which assessment tool or form the action originates from.

### Actions

A summary of your actions collated from supervised learning events (SLEs) and other tools and forms.

Re-arrange and sort your list of actions by clicking on the arrows next to the columns headings. You can also quickly search for actions by entering text into the 'Search' field.

Show  entries
 Search:

Date Created	Origin	Action	Completed	Completed Date
10/08/2021	Other Meeting	Other meeting action 4	<a href="#">Mark as Complete</a>	N/A
10/08/2021	Designated Supervisor Meeting	DS meeting	<a href="#">Mark as Complete</a>	N/A
10/08/2021	Case-Based Discussion (CBD)	CBD record action a	<a href="#">Mark as Complete</a>	N/A
10/08/2021	Direct Observation of Practical Skills (DOPS)	DOPS form action	<a href="#">Mark as Complete</a>	N/A

You can choose to view more action items on a page by selecting “Show” and selecting the number of items you want displayed from the drop-down list.

### Actions

A summary of your actions collated from supervised learning events (SLEs) and other tools and forms.

Re-arrange and sort your list of actions by clicking on the arrows next to the columns headings. You can also quickly search for actions by entering text into the 'Search' field.

Show 

10

▼

10  
25  
50  
100

entries
 Search:

Date Created	Origin	Action	Completed	Completed Date
--------------	--------	--------	-----------	----------------

You can search for actions by typing text in the search field.



### Actions

A summary of your actions collated from supervised learning events (SLEs) and other tools and forms.

Re-arrange and sort your list of actions by clicking on the arrows next to the columns headings. You can also quickly search for actions by entering text into the 'Search' field.

Show  entries

Search:

Date	Origin	Action	Completed	Completed Date
------	--------	--------	-----------	----------------

You can additionally sort your actions by clicking on the arrows next to each column.

### Actions

A summary of your actions collated from supervised learning events (SLEs) and other tools and forms.

Re-arrange and sort your list of actions by clicking on the arrows next to the columns headings. You can also quickly search for actions by entering text into the 'Search' field.

Show  entries

Search:

Date	Origin	Action	Completed	Completed Date
------	--------	--------	-----------	----------------

To view more actions on subsequent pages, use the page options at the bottom of the screen

Showing 1 to 10 of 66 entries

Previous

1
2
3
4
5
6
7
Next

## 9.1.2 Completing Actions

Once you've completed an action you can mark it as complete by selecting 'Mark as Complete'.

06/08/2021	Contribution To Care Log(s)	My plan	Mark as Complete	N/A
06/08/2021	Designated Supervisor Meeting	DS meeting action 1	Mark as Complete	N/A

A pop-up window will appear. Review the details and enter the 'Date completed'. Click on "Mark as Complete" to save the edits.

Complete Action?

Are you sure you want to mark this action as complete?

**Action:** My plan  
**Date:** undefined  
**Origin:** Contribution To Care Log(s)

**Date Completed**

DD/MM/YYYY

Mark as Complete

Cancel

You will receive confirmation that the action has been updated.

Success! Your action was completed successfully.

### Actions

A summary of your actions collated from supervised learning events (SLEs) and other tools and forms.

Re-arrange and sort your list of actions by clicking on the arrows next to the columns headings. You can also quickly search for actions by entering text into the 'Search' field.

A tick will appear next to the completed action and the 'Completed Date' field will be populated. You can use the arrows next to the column title to quickly sort actions by 'Completed' or 'Completed Date'.

Show 10 entries

Search:

Date	Origin	Action	Completed	Completed Date
03/08/2021	Designated Supervisor Meeting	DS meeting action 5	✓	16/08/2021
06/08/2021	Contribution To Care Log(s)	My plan	✓	26/08/2021

## 10 Contribution to Care Log(s)

This is an assessment form which will allow you to capture contributions you have made to the care of your patients.

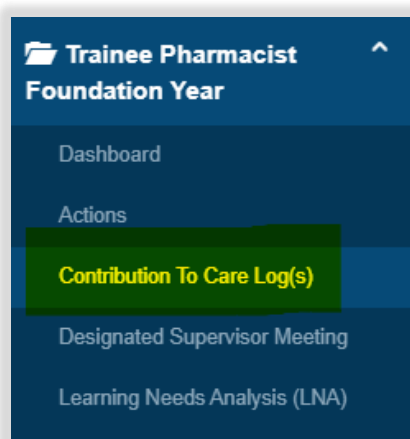
Examples of contribution to care can include identifying prescribing errors and communicating these to the responsible pharmacist and/or prescriber to determine the next steps and recommendations (as per local protocols), e.g., flagging inappropriate antibiotic use (indication, choice, dosage, dosing schedule, duration, conversion).

You should upload logs of your learning and practice during your Foundation training year. This form is completed using the same process as the SLEs (see above).

A downloadable version of the form is available [here](#).

### 10.1.1 Creating and completing a Contribution to Care Log

To access the Contribution to Care Log(s), select 'Contribution to Care Log(s)' from the navigation menu.



To complete a log online, click 'Start New Form'.

### Contribution To Care Log(s)

Use this form to capture contributions you have made to the care of your patients.

Examples of contribution to care can include identifying prescribing errors and communicating these to the responsible pharmacist and/or physician to determine the next steps and recommendations (as per local protocols), e.g. flagging inappropriate antibiotic use (indication, choice, dosage, dosing schedule, duration, conversion).

No existing records found.


Start New Form

The 'Contribution to Care Log(s)' form will appear. Complete the required fields as instructed EXCEPT the 'Ticketed Supervisor' fields.

### Contribution To Care Log(s)

Use this form to capture contributions you have made to the care of your patients.

Examples of contribution to care can include identifying prescribing errors and communicating these to the responsible pharmacist and/or physician to determine the next steps and recommendations (as per local protocols), e.g. flagging inappropriate antibiotic use (indication, choice, dosage, dosing schedule, duration, conversion).

Details	
Title *	<input type="text"/>
Date *	DD/MM/YYYY 
Placement/Rotation *	<input type="text"/>
Intervention *	<div></div>
Outcome *	<div></div>
Trainee's reflection on this intervention *	<div></div>

**NOTE:** You will notice there are fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

Continue and complete the rest of the form as instructed.



Remember to complete the Framework mapping. Select to expand each framework and section.

Framework Mapping

HEE Foundation Assessment Activities

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration

Domain: Professional practice

Domain: Leadership and management

Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

HEE Foundation Assessment Activities

Group A: Clinical and patient-facing activities

☐ A1 Medicines reconciliation

☒ A2 Patient consultation: Medicines use

☐ A3 Patient consultation: Diagnose / assess / recommend

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration

☐ 1. Demonstrate empathy and keep the person at the centre of their approach to care at all times

☒ 2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing

☒ 3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person

☒ 4. Understand the variety of settings and adapt their communication accordingly

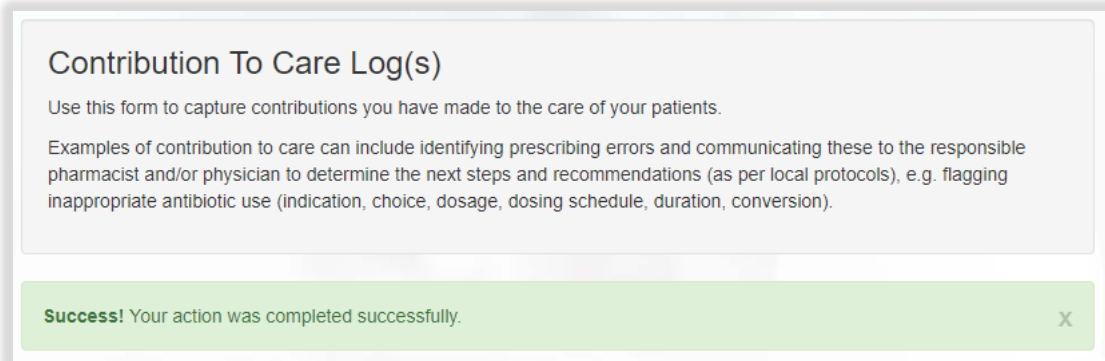
☐ 5. Proactively support people to make safe and effective use of their medicines and devices

**NOTE:** GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

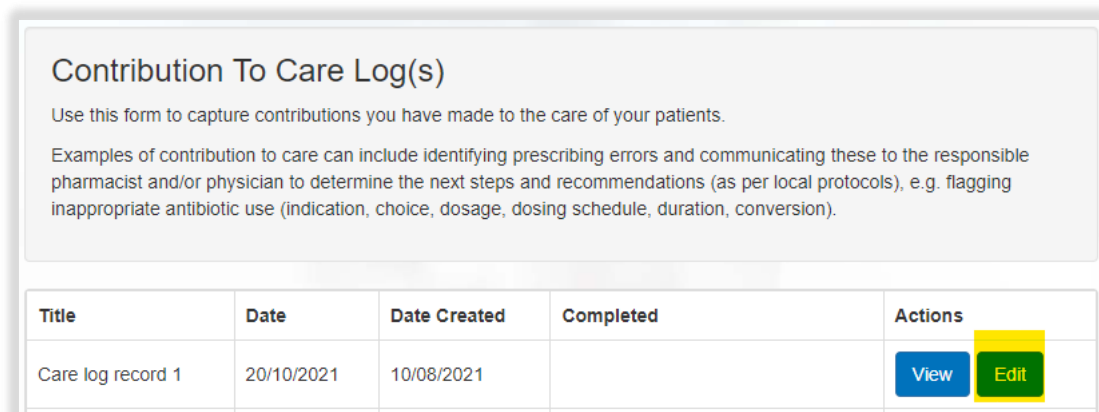
When you have completed all the required fields, select “Create Record”.



You will receive confirmation that the record has been saved and created.





You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your contribution to care log, select “Edit” to view the record you have just created and upload a file.





Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

Attachments	
Linked Attachments (0)	<b>New Attachment</b> Choose file <input type="button" value="Choose files"/> No file chosen File description: <input type="text"/> <input type="button" value="Save"/>

You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.

Attachments	
Linked Attachments (2)	<b>New Attachment</b> Choose file <input type="button" value="Choose files"/> No file chosen File description: <input type="text"/> <input type="button" value="Save"/>
<a href="#">A test pdf</a> <a href="#">A test Word</a>	 

When you have finished editing select “Update Record”.

Attachments	
Linked Attachments (2)	<b>New Attachment</b> Choose file <input type="button" value="Choose files"/> No file chosen File description: <input type="text"/> <input type="button" value="Save"/>
<a href="#">A test pdf</a> <a href="#">A test Word</a>	 
<input type="button" value="Update Record"/>	

You will receive confirmation that the record has been updated.

### Contribution To Care Log(s)

Use this form to capture contributions you have made to the care of your patients.

Examples of contribution to care can include identifying prescribing errors and communicating these to the responsible pharmacist and/or physician to determine the next steps and recommendations (as per local protocols), e.g. flagging inappropriate antibiotic use (indication, choice, dosage, dosing schedule, duration, conversion).

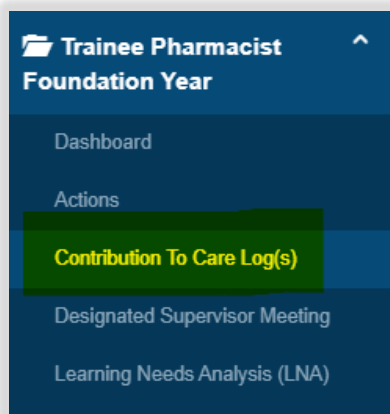
**Success!** Your action was completed successfully. X

You can view and edit the form as per instructions provided in section 4.3.



### 10.1.2 Seeking feedback on a Contribution to Care log via an e-ticket

To access the Contribution to Care Log(s), select 'Contribution to Care Log(s)' from the navigation menu.



Select "Start New Form" to create a new record.

### Contribution To Care Log(s)

Use this form to capture contributions you have made to the care of your patients.

Examples of contribution to care can include identifying prescribing errors and communicating these to the responsible pharmacist and/or physician to determine the next steps and recommendations (as per local protocols), e.g. flagging inappropriate antibiotic use (indication, choice, dosage, dosing schedule, duration, conversion).

No existing records found.

Start New Form

The 'Contribution to Care Log(s)' form will appear. Complete the required fields as instructed INCLUDING the 'Ticketed Supervisor' fields.

### Contribution To Care Log(s)

Use this form to capture contributions you have made to the care of your patients.

Examples of contribution to care can include identifying prescribing errors and communicating these to the responsible pharmacist and/or physician to determine the next steps and recommendations (as per local protocols), e.g. flagging inappropriate antibiotic use (indication, choice, dosage, dosing schedule, duration, conversion).

Details	
Title *	<input type="text"/>
Date *	<input type="text" value="DD/MM/YYYY"/>
Placement/Rotation *	<input type="text"/>
Intervention *	<input type="text"/>

Enter in their full name and email address.

Ticketed Supervisor

Name

Email



Remember to complete the Framework mapping. Select to expand each framework and section.

Framework Mapping ?

HEE Foundation Assessment Activities ^

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration ^

Domain: Professional practice ^

Domain: Leadership and management ^

Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

HEE Foundation Assessment Activities v

Group A: Clinical and patient-facing activities

☐ A1 Medicines reconciliation

☒ A2 Patient consultation: Medicines use

☐ A3 Patient consultation: Diagnose / assess / recommend

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration v

☐ 1. Demonstrate empathy and keep the person at the centre of their approach to care at all times

☒ 2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing

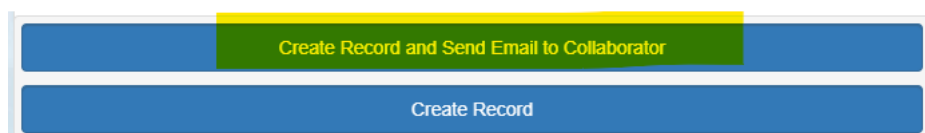
☒ 3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person

☒ 4. Understand the variety of settings and adapt their communication accordingly

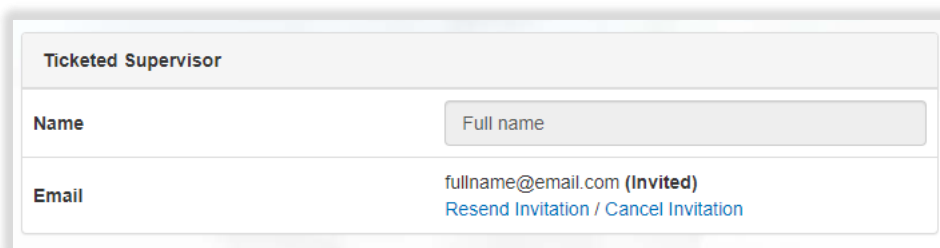
☐ 5. Proactively support people to make safe and effective use of their medicines and devices

**NOTE:** GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

When you have completed all the required fields, select “Create Record and Send Email to Collaborator”.

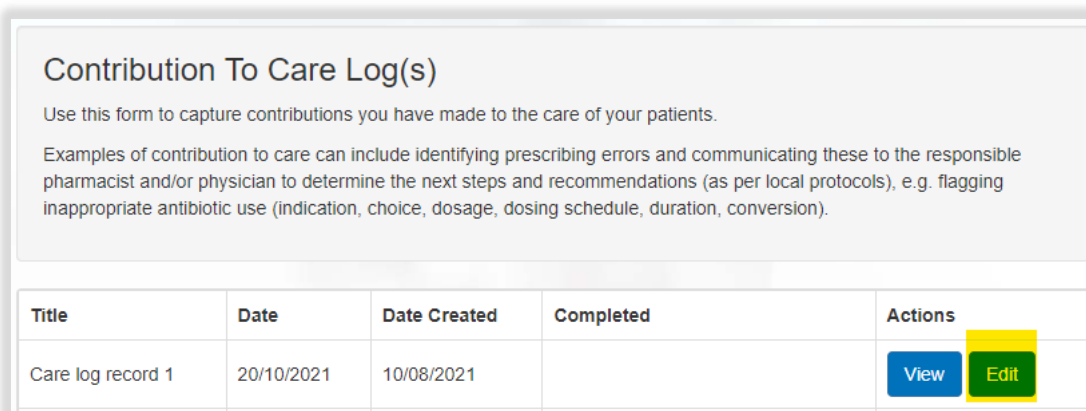


The form will update, and you will receive confirmation that the email has been sent.



Your collaborator will receive an automatic email from the E-portfolio with a link to provide feedback. Please advise your collaborator to also check their junk folder as the automatic emails can on occasions be filtered out as spam.

You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your contribution to care log, select “Edit” to view the record you have just created and upload a file.



Title	Date	Date Created	Completed	Actions
Care log record 1	20/10/2021	10/08/2021		<a href="#">View</a> <a href="#">Edit</a>

Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

Attachments	
Linked Attachments (0)	New Attachment
	<p>Choose file</p> <p><input type="button" value="Choose files"/> No file chosen</p> <p><b>File description:</b></p> <input type="text"/> <p><input type="button" value="Save"/></p>

You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.

Attachments	
Linked Attachments (2)	New Attachment
<p><a href="#">A test pdf</a></p> <p><a href="#">A test Word</a></p>	<p>Choose file</p> <p><input type="button" value="Choose files"/> No file chosen</p> <p><b>File description:</b></p> <input type="text"/> <p><input type="button" value="Save"/></p>

When you have finished editing, select “Update Record”.

Attachments	
Linked Attachments (2)	New Attachment
<p><a href="#">A test pdf</a></p> <p><a href="#">A test Word</a></p>	<p>Choose file</p> <p><input type="button" value="Choose files"/> No file chosen</p> <p><b>File description:</b></p> <input type="text"/> <p><input type="button" value="Save"/></p>
<div> <input type="button" value="Update Record"/> </div>	

You will receive confirmation that the record has been updated.

### Contribution To Care Log(s)

Use this form to capture contributions you have made to the care of your patients.

Examples of contribution to care can include identifying prescribing errors and communicating these to the responsible pharmacist and/or physician to determine the next steps and recommendations (as per local protocols), e.g. flagging inappropriate antibiotic use (indication, choice, dosage, dosing schedule, duration, conversion).

Success! Your action was completed successfully. X

You can view and edit the form as per instructions provided in section 4.3.

## 11 Miscellaneous Evidence Upload

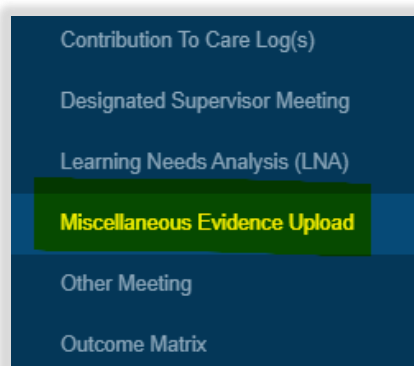
The miscellaneous evidence upload section is for you to record any other assessment activity that you have completed in practice. It is also the form that should be used to record a 'supplementary evidence' assessment activity where a specific activity has been agreed between you and your designated supervisor to provide evidence against a learning outcome.

Examples of activities that may be recorded are projects and mandatory training completed during the year.

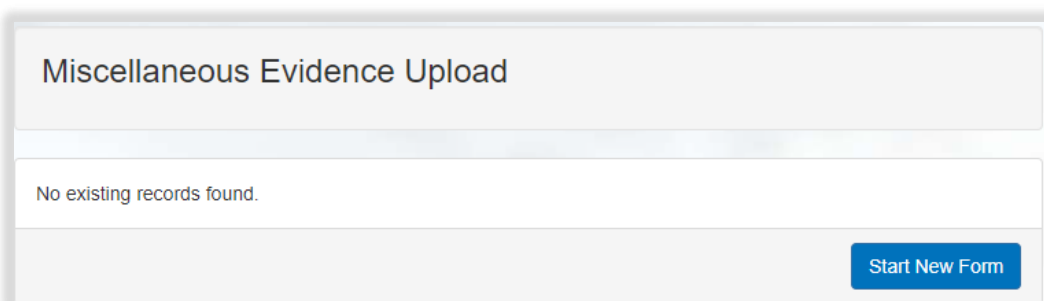
A downloadable version of the form can be found [here](#).

### 11.1.1 Creating and completing a Miscellaneous Evidence Upload

To access the Miscellaneous Evidence Upload, select 'Miscellaneous Evidence Upload' from the navigation menu.



Select "Start New Form" to create a new record.

A screenshot of a web form titled 'Miscellaneous Evidence Upload'. Below the title bar, there is a light blue header section. Underneath, a white box contains the text 'No existing records found.' In the bottom right corner of the form, there is a blue button with the text 'Start New Form'.

The 'Miscellaneous Evidence Upload' form will appear. Completed the required fields as instructed EXCEPT the 'Ticketed Supervisor' fields.

### Miscellaneous Evidence Upload

A section for you to record any other assessment activity that you have collated in practice. It is also the form that should be used to record a 'supplementary evidence' assessment activity where a specific activity has been agreed between a trainee and designated supervisor to provide evidence against a learning outcome.

Examples of activities that may be recorded are projects and mandatory training completed during the year.

#### Details

Date uploaded \*

Evidence Description \*

Brief Summary of Evidence Submitted \*

Evidence Type \*

Completion of training

**NOTE:** You will notice there are fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

Continue and complete the rest of the form as instructed.



Remember to complete the Framework mapping. Select to expand each framework and section.

#### Framework Mapping

HEE Foundation Assessment Activities

GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration

Domain: Professional practice

Domain: Leadership and management

Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

### HEE Foundation Assessment Activities ▾

#### Group A: Clinical and patient-facing activities

- ☐ A1 Medicines reconciliation
- ☒ A2 Patient consultation: Medicines use
- ☐ A3 Patient consultation: Diagnose / assess / recommend

### GPhC Initial Education and Training Learning Outcomes

#### Domain: Person - Centred Care and Collaboration ▾

- ☐ 1. Demonstrate empathy and keep the person at the centre of their approach to care at all times
- ☒ 2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing
- ☒ 3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person
- ☒ 4. Understand the variety of settings and adapt their communication accordingly
- ☐ 5. Proactively support people to make safe and effective use of their medicines and devices

**NOTE:** GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

When you have completed all the required fields, select “Create Record”.



You will receive confirmation that the record has been saved and created.

### Miscellaneous Evidence Upload

A section for you to record any other assessment activity that you have collated in practice. It is also the form that should be used to record a 'supplementary evidence' assessment activity where a specific activity has been agreed between a trainee and designated supervisor to provide evidence against a learning outcome.

Examples of activities that may be recorded are projects and mandatory training completed during the year.

**Success!** Your action was completed successfully.





You will have noticed that you were not able to attach files when first completing the form. To upload an attachment, select “Edit” to view the record you have just created and upload a file.

### Miscellaneous Evidence Upload

A section for you to record any other assessment activity that you have collated in practice. It is also the form that should be used to record a ‘supplementary evidence’ assessment activity where a specific activity has been agreed between a trainee and designated supervisor to provide evidence against a learning outcome.

Examples of activities that may be recorded are projects and mandatory training completed during the year.

Date uploaded	Evidence Description	Brief Summary of Evidence Submitted	Date Created	Completed	Actions
28/08/2021	Misc evidence record a	Summary	10/08/2021		<a href="#">View</a> <a href="#">Edit</a>

Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

#### Attachments

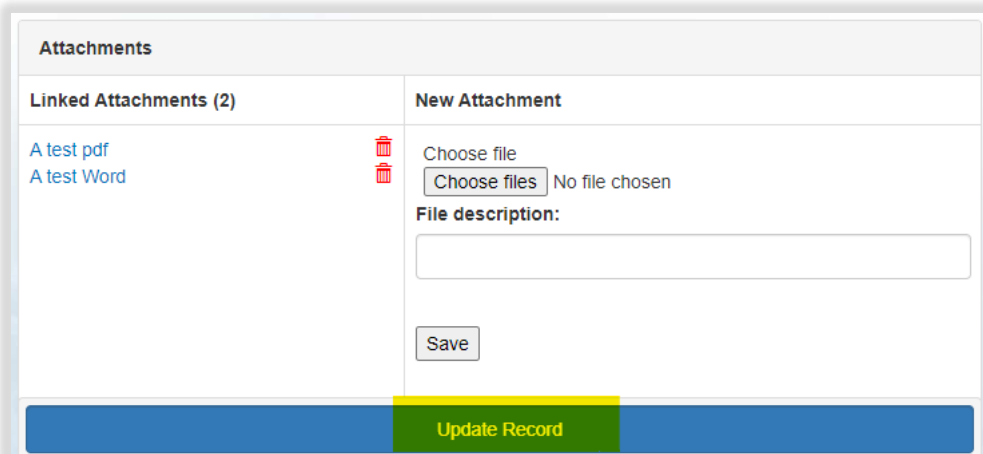
Linked Attachments (0)	New Attachment
	<p>Choose file</p> <p><a href="#">Choose files</a> No file chosen</p> <p>File description:</p> <input type="text"/> <p><a href="#">Save</a></p>

You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.

#### Attachments

Linked Attachments (2)	New Attachment
<p><a href="#">A test pdf</a></p> <p><a href="#">A test Word</a></p>	<p>Choose file</p> <p><a href="#">Choose files</a> No file chosen</p> <p>File description:</p> <input type="text"/> <p><a href="#">Save</a></p>

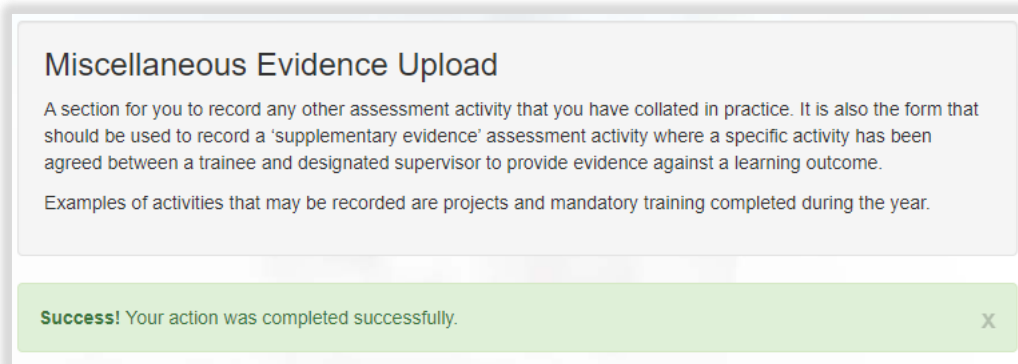
When you have finished editing select “Update and Complete Record”.



The screenshot shows a web interface for managing attachments. It is divided into two main columns: 'Linked Attachments (2)' and 'New Attachment'. The 'Linked Attachments' column lists two files: 'A test pdf' and 'A test Word', each with a red trash icon to its right. The 'New Attachment' column contains a 'Choose file' label, a 'Choose files' button, and the text 'No file chosen'. Below this is a 'File description:' label followed by a text input field. At the bottom of this column is a 'Save' button. A green bar at the very bottom of the interface contains the text 'Update Record'.

Confirm that you are happy to “Update Record”.

You will receive confirmation that the record has been updated.

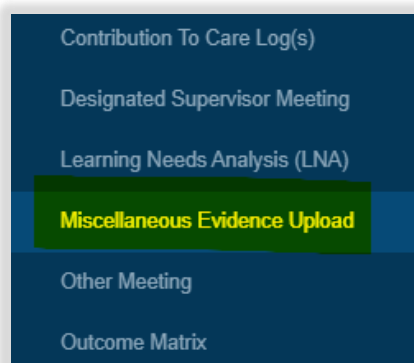


The screenshot shows a section titled 'Miscellaneous Evidence Upload'. The text below the title explains that this section is for recording any other assessment activity collated in practice, and it is also used for recording a 'supplementary evidence' assessment activity where a specific activity has been agreed between a trainee and a designated supervisor to provide evidence against a learning outcome. Examples of activities that may be recorded are projects and mandatory training completed during the year. At the bottom of the section, there is a green success message: 'Success! Your action was completed successfully.' with a close button (X) to its right.

You can view and edit the form as per instructions provided in section 4.3.

### 11.1.2 Seeking feedback on a Miscellaneous Evidence Upload via an e-ticket

To access the Miscellaneous Evidence Upload, select 'Miscellaneous Evidence Upload' from the navigation menu.



Select "Start New Form" to create a new record.

 A screenshot of a web form titled 'Other Meeting'. Below the title, it says 'No existing records found.' At the bottom of the form, there are two buttons: 'Upload Form' on the left and 'Start New Form' on the right.

The 'Miscellaneous Evidence Upload' form will appear. Complete the required fields as instructed INCLUDING the 'Ticketed Supervisor' fields.

 A screenshot of the 'Miscellaneous Evidence Upload' form. At the top, there is a title 'Miscellaneous Evidence Upload' followed by a descriptive paragraph and examples of activities. Below this is a 'Details' section containing four fields: 'Date uploaded \*' with a date picker showing 'DD/MM/YYYY'; 'Evidence Description \*' with a text input field; 'Brief Summary of Evidence Submitted \*' with a larger text area; and 'Evidence Type \*' with a dropdown menu currently showing 'Completion of training'.

Enter in their full name and email address.

Ticketed Supervisor	
Name	<input type="text"/>
Email	<input type="text"/>



Remember to complete the Framework mapping. Select to expand each framework and section.

Framework Mapping
HEE Foundation Assessment Activities
GPhC Initial Education and Training Learning Outcomes
Domain: Person - Centred Care and Collaboration
Domain: Professional practice
Domain: Leadership and management

Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

HEE Foundation Assessment Activities
Group A: Clinical and patient-facing activities
<input type="checkbox"/> A1 Medicines reconciliation
<input checked="" type="checkbox"/> A2 Patient consultation: Medicines use
<input type="checkbox"/> A3 Patient consultation: Diagnose / assess / recommend

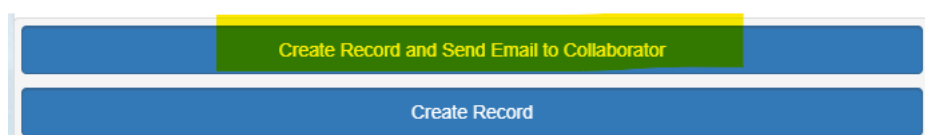
## GPhC Initial Education and Training Learning Outcomes

Domain: Person - Centred Care and Collaboration ▼

- ☐ 1. Demonstrate empathy and keep the person at the centre of their approach to care at all times
- ☒ 2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing
- ☒ 3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person
- ☒ 4. Understand the variety of settings and adapt their communication accordingly
- ☐ 5. Proactively support people to make safe and effective use of their medicines and devices

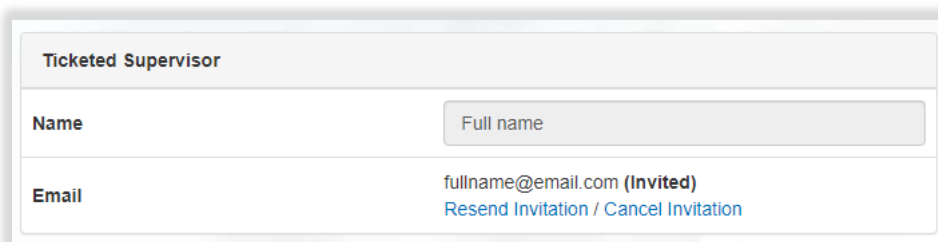
**NOTE:** GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

When you have completed all the required fields, select “Create Record and Send Email to Collaborator”.



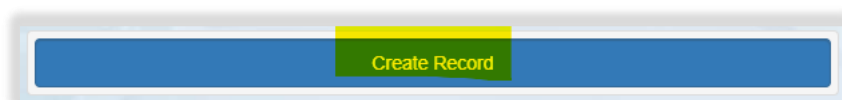
Two buttons are shown in a horizontal bar. The top button is green with the text "Create Record and Send Email to Collaborator". The bottom button is blue with the text "Create Record".

The form will update, and you will receive confirmation that the email has been sent.



A form titled "Ticketed Supervisor" is shown. It has two main sections: "Name" and "Email". The "Name" section has a text input field with the placeholder "Full name". The "Email" section shows the email address "fullname@email.com" with the status "(Invited)" and two links: "Resend Invitation" and "Cancel Invitation".

Your collaborator will receive an automatic email from the E-portfolio with a link to provide feedback. Please advise your collaborator to also check their junk folder as the automatic emails can on occasions be filtered out as spam.



A single button is shown in a horizontal bar, highlighted in green with the text "Create Record".

You will receive confirmation that the record has been saved and created.

### Miscellaneous Evidence Upload

A section for you to record any other assessment activity that you have collated in practice. It is also the form that should be used to record a 'supplementary evidence' assessment activity where a specific activity has been agreed between a trainee and designated supervisor to provide evidence against a learning outcome.

Examples of activities that may be recorded are projects and mandatory training completed during the year.

**Success!** Your action was completed successfully.



You will have noticed that you were not able to attach files when first completing the form. To upload an attachment, select “Edit” to view the record you have just created and upload a file.

### Miscellaneous Evidence Upload

A section for you to record any other assessment activity that you have collated in practice. It is also the form that should be used to record a 'supplementary evidence' assessment activity where a specific activity has been agreed between a trainee and designated supervisor to provide evidence against a learning outcome.

Examples of activities that may be recorded are projects and mandatory training completed during the year.

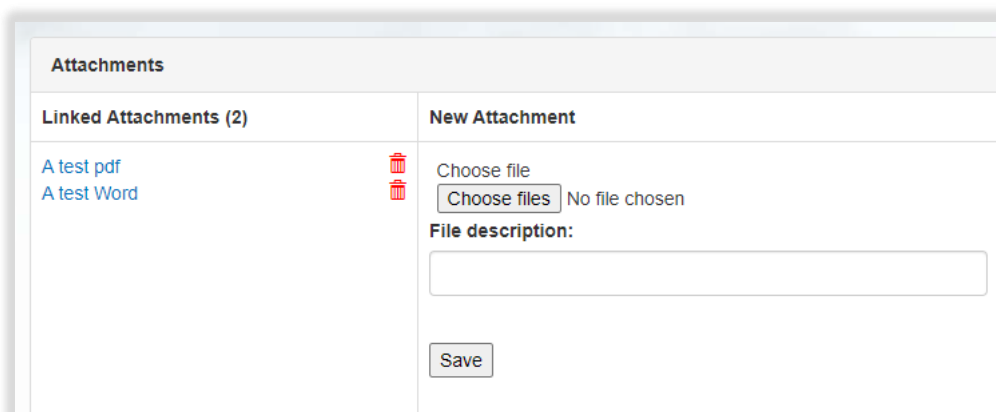
Date uploaded	Evidence Description	Brief Summary of Evidence Submitted	Date Created	Completed	Actions
28/08/2021	Misc evidence record a	Summary	10/08/2021		<a href="#">View</a> <a href="#">Edit</a>



Select “Edit” to view the record you have just created and upload a file.

Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.

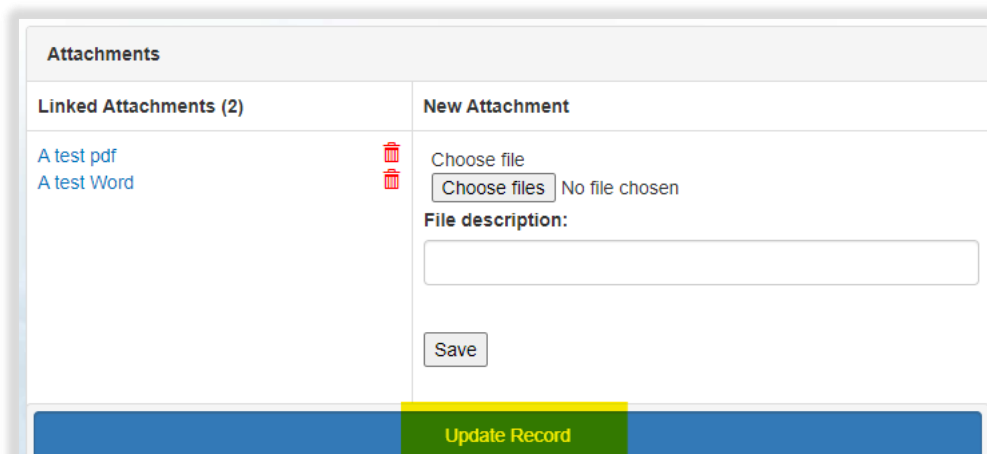
Attachments	
Linked Attachments (0)	<b>New Attachment</b> <div>Choose file</div> <div> <input type="button" value="Choose files"/> <span>No file chosen</span> </div> <div>File description:</div> <div> <input type="text"/> </div> <div> <input type="button" value="Save"/> </div>



You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



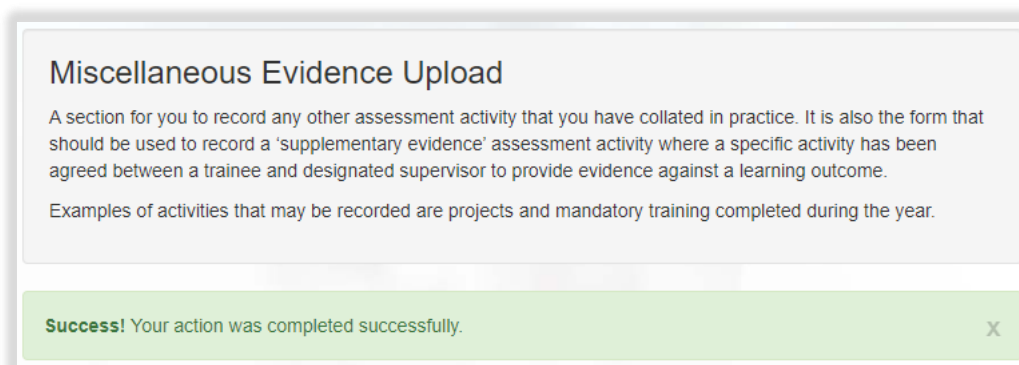
Attachments	
Linked Attachments (2)	New Attachment
<a href="#">A test pdf</a> <a href="#">A test Word</a>	<div>   </div> <div> Choose file  <input type="button" value="Choose files"/> No file chosen  File description:  <input type="text"/>  <input type="button" value="Save"/> </div>

When you have finished editing, select “Update Record”.



Attachments	
Linked Attachments (2)	New Attachment
<a href="#">A test pdf</a> <a href="#">A test Word</a>	<div>   </div> <div> Choose file  <input type="button" value="Choose files"/> No file chosen  File description:  <input type="text"/>  <input type="button" value="Save"/> </div>
<input type="button" value="Update Record"/>	

You will receive confirmation that the record has been updated.



### Miscellaneous Evidence Upload

A section for you to record any other assessment activity that you have collated in practice. It is also the form that should be used to record a 'supplementary evidence' assessment activity where a specific activity has been agreed between a trainee and designated supervisor to provide evidence against a learning outcome.

Examples of activities that may be recorded are projects and mandatory training completed during the year.

**Success!** Your action was completed successfully.
X

You can view and edit the form as per instructions provided in section 4.3.

## 12 Multi-source Feedback (MSF)

The Multisource feedback (MSF) tool is an established developmental tool which is used to formatively evaluate your professional behaviour, as perceived by your colleagues. It comprises of a self-assessment completed by you (as the trainee pharmacist), and feedback from a range of multi-professional colleagues.

The feedback received is then collated into a report to support a reflective discussion between you and your designated supervisor. The tool should prompt self-reflection and the development of an action plan.

You must invite at least **5 colleagues** to provide feedback; this ensures that the feedback you receive will be of value. Colleagues who can provide feedback on your practice include senior pharmacists, other pharmacy colleagues, healthcare colleagues, and other individuals you might work with who can comment on your current practice and behaviour.

There is no limit on the number of colleagues you can invite to provide feedback. You should aim to seek feedback from ideally 10-12 colleagues - the more the better.

**NOTE:** You will not be able to initiate the MSF process if you try to send invitations to fewer than 5 colleagues.

Before you initiate the feedback process, we advise you to contact your colleagues to ask if they are willing to assist. Use this as an opportunity to ensure that you have the correct contact details for them too.

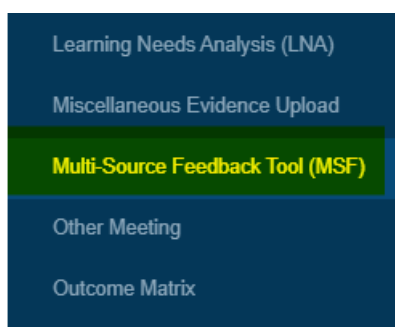
**NOTE:** The process only gives your colleagues 30 days to provide feedback. You will also have the option to extend this by an additional 30 days if they require more time. The cycle will automatically close once the deadline has passed, and unfortunately you will not be able to complete the process.

Further guidance about the MSF tool can be found on the E-portfolio and downloadable resources webpage: <https://www.hee.nhs.uk/our-work/pharmacy/initial-education-training-pharmacists-reform-programme/trainee-pharmacist-foundation-year-programme/e-portfolio-downloadable>.

### 12.1 Initiating the multi-source feedback process

Select “**Multi-Source Feedback Tool**” from the navigation menu.





To initiate the process, select “**Start Multi-Source Feedback Tool**”.

### Multi-Source Feedback Tool (MSF)

A tool that allows trainee pharmacists to seek feedback on their practice, specifically professional attitudes and behaviour from peers and senior colleagues. The tool should prompt self-reflection and the development of an action plan.

Please click the 'Start' button below to begin the Multi-Source Feedback Tool (MSF)

Start Multi-Source Feedback Tool (MSF)

Enter details of at least **5 colleagues** who you want to seek feedback from. Once you have entered the required information click on “**Save Colleague**”.

Feedback providers

Summary Report

Report Chart Comparison

### Add Feedback provider

*Invite a range of senior colleagues and peers who can give you feedback on your practice, ideally 10-15 individuals. You should invite at least five individuals to ensure you receive valuable feedback.*

Name\* :

Email\* :

Role\* :

Save Feedback provider

Name	Email Address	Role	Status	Date Invited	Date Completed	Actions
A minimum of 5 Feedback providers need to be added before you can send your email invitations.						

Before sending the invitation email to colleagues, you have the option to edit their details by clicking on “**Edit**”. You can also delete their details if you change your mind or find out that they can no longer provide you with feedback. Simply select “**Delete**” to delete them from the list.

Name	Email Address	Role	Status	Date Invited	Date Completed	Actions
Test account 5	eportfolio@rpharms.com	Other ("Practice Manager")	✗ Not sent yet			<a href="#">Edit</a> <a href="#">Delete</a>
Test account 4	eportfolio@rpharms.com	Healthcare colleague	✗ Not sent yet			<a href="#">Edit</a> <a href="#">Delete</a>
Test account 3	eportfolio@rpharms.com	Healthcare colleague	✗ Not sent yet			<a href="#">Edit</a> <a href="#">Delete</a>
Test account 2	eportfolio@rpharms.com	Pharmacy colleague	✗ Not sent yet			<a href="#">Edit</a> <a href="#">Delete</a>
Test account 1	eportfolio@rpharms.com	Practice supervisor	✗ Not sent yet			<a href="#">Edit</a> <a href="#">Delete</a>

You have added 5 Feedback providers and have met the minimum of 5 Feedback providers required to send your email invitations.

[Start feedback process and send emails to Feedback providers](#)

If you choose to **edit** details, a pop-up box will appear. Edit the necessary fields and select “**Save**”.

Edit Feedback provider
✕

Name\* :

Test account 3

Email\* :

education

Role\* :

Healthcare colleague

Save

If you choose to **delete** the feedback provider, a pop-up box will also appear. Click on “**Delete Feedback provider**” to remove them from your list.

Delete Feedback provider
X

Please confirm you would like to delete the below Feedback provider from your list.

Name	Email Address	Role
Test account 1	education@rpharms.com	Healthcare colleague

Delete Feedback provider

Once you have entered the details of your colleagues and are happy with your list, click on **“Start feedback process and send emails to Feedback providers”**.

You have added 5 Feedback providers and have met the minimum of 5 Feedback providers required to send your email invitations.

Start feedback process and send emails to Feedback providers

**NOTE:** Once you have closed the feedback process you will no longer be able to edit or delete details or add further names.

The status of the MSF will change once all emails have been sent.

## Status

**Not sent yet**

**Pending** - sent to feedback provider no action

**Completed** - Feedback provider completed and submitted

Name	Email Address	Role	Status	Date Invited	Date Completed	Actions
Test account 5	eportfolio@rpharms.com	Other ("Practice Manager")	↻ Pending - sent but no action	17/01/2022		Send reminder email
Test account 4	eportfolio@rpharms.com	Healthcare colleague	↻ Pending - sent but no action	17/01/2022		Send reminder email
Test account 3	eportfolio@rpharms.com	Healthcare colleague	↻ Pending - sent but no action	17/01/2022		Send reminder email
Test account 2	eportfolio@rpharms.com	Pharmacy colleague	↻ Pending - sent but no action	17/01/2022		Send reminder email
Test account 1	eportfolio@rpharms.com	Practice supervisor	↻ Pending - sent but no action	17/01/2022		Send reminder email

You have added 5 Feedback providers and have met the minimum of 5 Feedback providers required to send your email invitations.

Extend feedback process
Close feedback process

You will also notice that the timelines for the MSF cycle have been updated at the top of the page.

**Multi-Source Feedback Tool (MSF)**


A tool that allows trainee pharmacists to seek feedback on their practice, specifically professional attitudes and behaviour from peers and senior colleagues. The tool should prompt self-reflection and the development of an action plan.

Feedback process was started on 17/01/2022 and automatically closes on 16/02/2022.

[Start Self-Assessment](#)

Your colleagues will receive an email requesting their feedback. An example of the email is provided below:

Invitation to provide Multisource feedback for [REDACTED]

noreply=messages.axiadigital.co.uk@mg.axia.support on behalf of eportfolio

[Reply](#) [Reply All](#) [Forward](#) [More](#)

Mon 17/01/2022 18:10

The actual sender of this message is different than the normal sender. Click here to learn more.

Hello Test account 1

I'd like to invite you to provide feedback on my professional practice as a trainee pharmacist.

Your feedback, along with feedback from other colleagues, will be regarded as developmental (a formative assessment), as it will highlight my strengths as well as areas requiring further development. This will help guide my learning and development for the remainder of my training year.

Please provide your feedback using the [Multi-Source Feedback Tool \(MSF\) form](#) by **16/02/2022**. The form should take you approximately 5 minutes to complete.

Thank you for taking the time to support my development.

Kind regards,  
Sent by the Health Education England on behalf of [REDACTED]

Further guidance about the Multisource feedback form can be accessed from the HEE website  
For technical enquiries please email [eportfolio@rpharms.com](mailto:eportfolio@rpharms.com).

**NOTE:** Please advise your colleagues to check their junk mail folder as the automatic emails can, on occasions, be filtered out as spam. The email is auto generated and is from a 'no reply' account.

On rare occasions, the email may not send as intended. If this happens, you can click on “**Send reminder email**”, to try again.

Name	Email Address	Role	Status	Date Invited	Date Completed	Actions
Test account 5	eportfolio@rpharms.com	Other ("Practice Manager")	➔ Pending - sent but no action	17/01/2022		<b>Send reminder email</b>
Test account 4	eportfolio@rpharms.com	Healthcare colleague	➔ Pending - sent but no action	17/01/2022		Send reminder email
Test account 3	eportfolio@rpharms.com	Healthcare colleague	➔ Pending - sent but no action	17/01/2022		Send reminder email
Test account 2	eportfolio@rpharms.com	Pharmacy colleague	➔ Pending - sent but no action	17/01/2022		Send reminder email
Test account 1	eportfolio@rpharms.com	Practice supervisor	➔ Pending - sent but no action	17/01/2022		Send reminder email

You have added 5 Feedback providers and have met the minimum of 5 Feedback providers required to send your email invitations.

[Extend feedback process](#) [Close feedback process](#)

You now need to wait for the feedback to be completed by your colleagues.

**TIP:** Use this screen to keep track of who has provided feedback and who you may need to prompt.

### 12.1.1 Adding colleagues

You can add further colleagues to your feedback responder list at any point, even if some colleagues have started to respond. Simply fill in their details and select “**Save feedback provider**”.

[Feedback providers](#)
[Summary Report](#)
[Report Chart Comparison](#)

#### Add Feedback provider

*Invite a range of senior colleagues and peers who can give you feedback on your practice, ideally 10-15 individuals. You should invite at least five individuals to ensure you receive valuable feedback.*

Name\* :

Email\* :

Role\* :

[Save Feedback provider](#)

Name	Email Address	Role	Status	Date Invited	Date Completed	Actions
------	---------------	------	--------	--------------	----------------	---------

A minimum of 5 Feedback providers need to be added before you can send your email invitations.

Details of the additional colleagues will be added to the list. You can edit their details as required, for example if you have entered this incorrectly by clicking on “**Edit**”, or “**Delete**” them if they can no longer provide feedback.

Click on “**Send email to uninvited Feedback providers**”, to send them an invitation email.

Name	Email Address	Role	Status	Date Invited	Date Completed	Actions
Test account 6	eportfolio@rpharms.com	Pharmacy colleague	✖ Not sent yet			<a href="#">Edit</a> <a href="#">Delete</a>
Test account 5	eportfolio@rpharms.com	Other ("Practice Manager")	✔ Completed - Feedback provider completed and submitted	17/01/2022	17/01/2022	
Test account 4	eportfolio@rpharms.com	Healthcare colleague	✔ Completed - Feedback provider completed and submitted	17/01/2022	17/01/2022	
Test account 3	eportfolio@rpharms.com	Healthcare colleague	✔ Completed - Feedback provider completed and submitted	17/01/2022	17/01/2022	
Test account 2	eportfolio@rpharms.com	Pharmacy colleague	✔ Completed - Feedback provider completed and submitted	17/01/2022	17/01/2022	
Test account 1	eportfolio@rpharms.com	Practice supervisor	➔ Pending - sent but no action	17/01/2022		<a href="#">Send reminder email</a>

You have added 6 Feedback providers and have met the minimum of 5 Feedback providers required to send your email invitations.

[Send email to uninvited Feedback providers](#) [Close feedback process](#)

## 12.2 Managing colleagues

### 12.2.1 Extending the feedback process

Colleagues have **30 days** to complete the process, but if they need additional time then you can extend the feedback period by a further **30 days**.

**NOTE:** You can only extend the feedback period once, and when you do so, it will be extended for all colleagues (this includes those who have already provided their feedback).

To extend the process select “**Extend feedback process**”.

Name	Email Address	Role	Status	Date Invited	Date Completed	Actions
Test account 5	eportfolio@rpharms.com	Other ("Practice Manager")	➔ Pending - sent but no action	17/01/2022		<a href="#">Send reminder email</a>
Test account 4	eportfolio@rpharms.com	Healthcare colleague	➔ Pending - sent but no action	17/01/2022		<a href="#">Send reminder email</a>
Test account 3	eportfolio@rpharms.com	Healthcare colleague	➔ Pending - sent but no action	17/01/2022		<a href="#">Send reminder email</a>
Test account 2	eportfolio@rpharms.com	Pharmacy colleague	➔ Pending - sent but no action	17/01/2022		<a href="#">Send reminder email</a>
Test account 1	eportfolio@rpharms.com	Practice supervisor	➔ Pending - sent but no action	17/01/2022		<a href="#">Send reminder email</a>

You have added 5 Feedback providers and have met the minimum of 5 Feedback providers required to send your email invitations.

[Extend feedback process](#) [Close feedback process](#)

The deadline for completion of the MSF cycle will be updated accordingly at the top of the page.



**Multi-Source Feedback Tool (MSF)**

A tool that allows trainee pharmacists to seek feedback on their practice, specifically professional attitudes and behaviour from peers and senior colleagues. The tool should prompt self-reflection and the development of an action plan.

Feedback process was started on 17/01/2022 and has now closed

[View Self-Assessment](#)

Feedback providers		Summary Report	Report Chart Comparison			
Name	Email Address	Role	Status	Date Invited	Date Completed	
Test account 6	eportfolio@rpharms.com	Pharmacy colleague	➔ Pending - sent but no action	17/01/2022		
Test account 5	eportfolio@rpharms.com	Other ("Practice Manager")	✓ Completed - Feedback provider completed and submitted	17/01/2022	17/01/2022	
Test account 4	eportfolio@rpharms.com	Healthcare colleague	✓ Completed - Feedback provider completed and submitted	17/01/2022	17/01/2022	
Test account 3	eportfolio@rpharms.com	Healthcare colleague	✓ Completed - Feedback provider completed and submitted	17/01/2022	17/01/2022	
Test account 2	eportfolio@rpharms.com	Pharmacy colleague	✓ Completed - Feedback provider completed and submitted	17/01/2022	17/01/2022	
Test account 1	eportfolio@rpharms.com	Practice supervisor	✓ Completed - Feedback provider completed and submitted	17/01/2022	17/01/2022	

### 12.2.3 Completing your self-assessment

Completing a self-assessment of your practice using the same criteria as your colleagues, is a key element of the multisource feedback process. You need to complete this before the MSF gathering stage closes.

To complete self-assessment, select **"Start Self-Assessment"**.

**Multi-Source Feedback Tool (MSF)**

A tool that allows trainee pharmacists to seek feedback on their practice, specifically professional attitudes and behaviour from peers and senior colleagues. The tool should prompt self-reflection and the development of an action plan.

Feedback process was started on 17/01/2022 and automatically closes on 16/02/2022.

[Start Self-Assessment](#)

Complete all sections as instructed, rating your practice, and providing comments on each section.



## Trainee Pharmacist Foundation Year - E-portfolio trainee user guide

Please use this form to assess your professional attitude and/or behaviour.

Your assessment will be compared to feedback from your colleagues and peers. You will be able to use your report to guide your learning and development.

Please highlight good behaviour and describe any behaviour that may require improvement, providing specific examples. If you cannot give an example because you have not had the opportunity to demonstrate the attitude and/or behaviour, please indicate this.

	Major concern	Some concern	No concern
<b>Maintaining trust/professional relationship with patients</b> <ul style="list-style-type: none"> <li>Actively Listens</li> <li>Is polite and caring</li> <li>Shows respect for patients' opinions, privacy, dignity, and is unprejudiced</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Verbal communication skills</b> <ul style="list-style-type: none"> <li>Gives understandable information</li> <li>speaks good English, at the appropriate level for the patient</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Maintaining trust/professional relationship with patients

Please provide comments to support your rating for maintaining trust/professional relationship with patients

### Verbal communication skills

Please provide comments to support your rating for verbal communication skills

When you have completed your feedback, select “**Save and Mark as Complete**” to complete the process.

**Overall comments**  
*Please provide feedback on areas of development for the learner based on your comments for each section*

Save and Mark as Complete

**NOTE:** Once ‘Save and Mark as Complete’ has been selected, you will not be able to return to make additional edits.

You will receive confirmation that the form is completed, and the form becomes read-only.

	Major concern	Some concern	No concern
<b>Maintaining trust/professional relationship with patients</b> <ul style="list-style-type: none"> <li>Actively Listens</li> <li>Is polite and caring</li> <li>Shows respect for patients' opinions, privacy, dignity, and is unprejudiced</li> </ul>			✓
<b>Verbal communication skills</b> <ul style="list-style-type: none"> <li>Gives understandable information</li> <li>speaks good English, at the appropriate level for the patient</li> </ul>			✓

<b>Maintaining trust/professional relationship with patients</b>
I think I always try to build trust with all my patients.
<b>Verbal communication skills</b>
I always communicate well.
<b>Team-working</b>
I work well in a team.

Close the form by clicking the **“Back”** button at the top of the screen.

<b>Multi-Source Feedback Tool (MSF)</b>
A tool that allows trainee pharmacists to seek feedback on their practice, specifically professional attitudes and behaviour from peers and senior colleagues. The tool should prompt self-reflection and the development of an action plan.
Feedback process was started on 17/01/2022 and automatically closes on 16/02/2022.
<a href="#">Back</a>

You will be able to view your self-assessment at any point by selecting **“View self-assessment”**.

<b>Multi-Source Feedback Tool (MSF)</b>
A tool that allows trainee pharmacists to seek feedback on their practice, specifically professional attitudes and behaviour from peers and senior colleagues. The tool should prompt self-reflection and the development of an action plan.
Feedback process was started on 17/01/2022 and automatically closes on 16/02/2022.
<a href="#">View Self-Assessment</a>

## 12.3 Reviewing your feedback

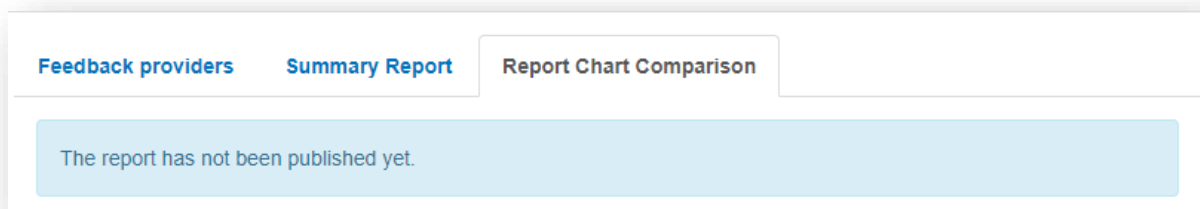
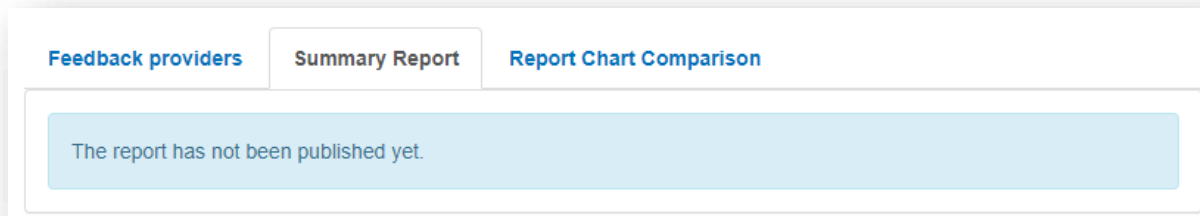
### 12.3.1 Designated supervisor review

Once the feedback gathering stage is closed (either manually by you, or because the deadline has passed), your designated supervisor will review your feedback.

They will be able to view all ratings and comments in a summary report with details of who provided each comment. They will review the summary and add their own comments. On occasions, your designated supervisor may contact colleagues for further clarity on their comments.

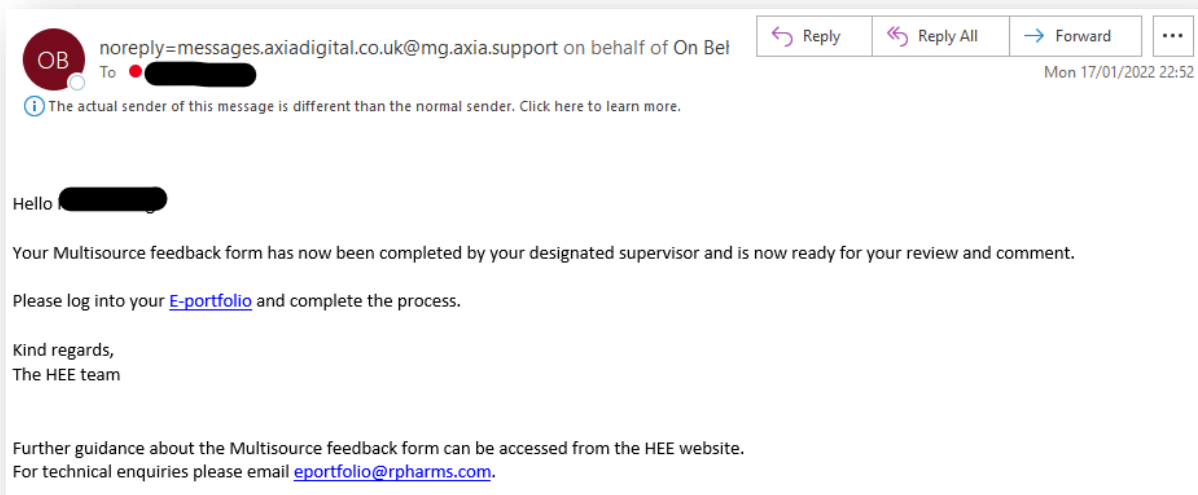
Once the designated supervisor has completed the review process (they must do this within the 30-day allocation for this stage), they will publish the report, and a notification email will be sent to you to let you know that the report is now ready and available to be viewed. This report will then appear in your **multi-source feedback tool area** for your review and comments. You DS would normally organise a meeting to discuss the feedback report with you around this time.

**NOTE:** If your designated supervisor has not published feedback with additional comments, the **Summary Report** and **Report Chart Comparison** tabs will appear blank. You may need to send them a reminder using the **Messaging** tool.

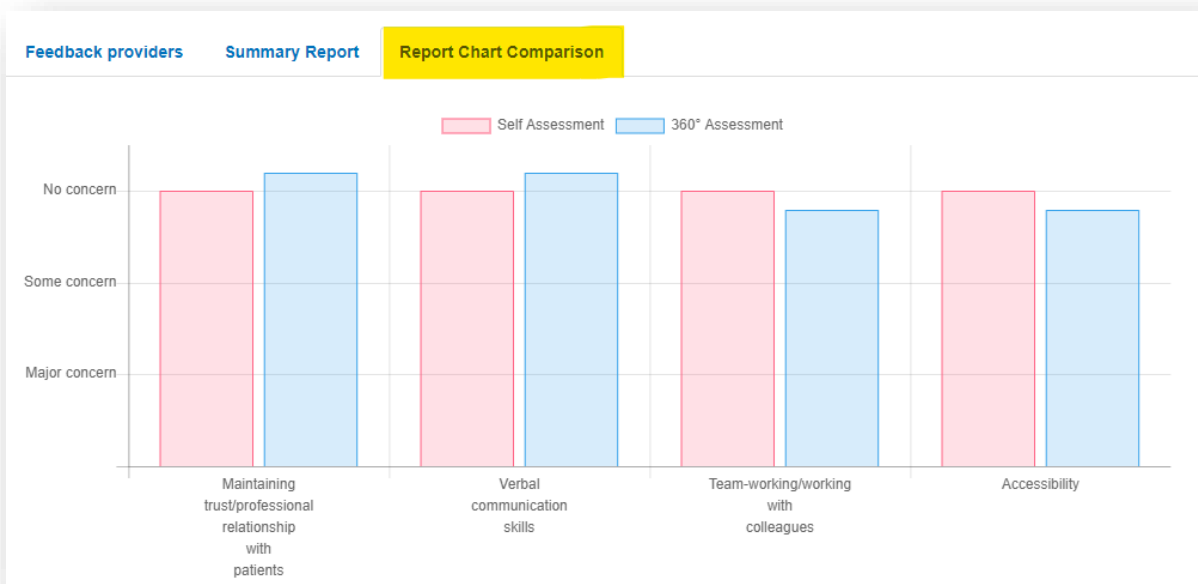


### 12.3.2 Your review

You will receive an email informing you that your MSF summary is ready for your review. Click on the link within the email to access your E-portfolio.



Click on the **Report Chart Comparison** tab to view a chart of your self-assessment compared to the average ratings from your colleagues.



Click on the **Summary Report** tab to view the detailed feedback.

	Major concern	Some concern	No concern
<b>Maintaining trust/professional relationship with patients</b> <ul style="list-style-type: none"> <li>Actively Listens</li> <li>Is polite and caring</li> <li>Shows respect for patients' opinions, privacy, dignity, and is unprejudiced</li> </ul>	0	0	6
<b>Verbal communication skills</b> <ul style="list-style-type: none"> <li>Gives understandable information</li> <li>speaks good English, at the appropriate level for the patient</li> </ul>	0	0	6
<b>Team-working/working with colleagues</b> <ul style="list-style-type: none"> <li>Respects others' roles, and works constructively in the team</li> <li>Hands over effectively, and communicates well</li> <li>Is unprejudiced, supportive and fair</li> </ul>	1	0	5
<b>Accessibility</b> <ul style="list-style-type: none"> <li>Accessible</li> <li>Takes proper responsibility Only delegates appropriately.</li> <li>Does not shirk duty</li> <li>Responds when called</li> <li>Arranges cover for absence</li> </ul>	0	2	4

Maintaining trust/professional relationship with patients
Comment
All very good
No concerns with maintaining trust/professional relations with patients
Trainee shows respect for patients' opinions, privacy, dignity, and is unprejudiced
I think I always try to build trust with all my patients.
Takes time to listen to patient's and understand their needs
Is always polite and demonstrates care towards patients and public
Verbal communication skills
Comment
Good
Very good verbal communication skills displayed
Very good communication skills. Explains things slowly.

Read through all the sections, reflect on the ratings and comments, then complete the **Learner Reflections** and **Agreed Actions** fields. Click “**Save and Mark as Complete**” when you have finished.

**NOTE:** Once you have saved this form you will no longer be able to edit it further.

The screenshot shows a form titled 'Multi-Source Feedback Tool (MSF)'. It has two main sections: 'Learner Reflections' and 'Agreed Actions'. The 'Learner Reflections' section contains two paragraphs of instructions: 'Please use this form to assess your professional attitude and/or behaviour. Your assessment will be compared to feedback from your colleagues and peers. You will be able to use your report to guide your learning and development.' and 'Please highlight good behaviour and describe any behaviour which could cause concern. You must specifically comment on any concern about behaviour, and this should reflect your behaviour over time – not usually just a single incident. Do give specific examples. If you cannot give an example because you have not had the opportunity to demonstrate the attitude and/or behaviour, please indicate this.' Below these instructions is a large text area. The 'Agreed Actions' section also has a large text area. At the bottom right of the form is a yellow button labeled 'Save and Mark as Complete'.

**Learner Reflections**

Please use this form to assess your professional attitude and/or behaviour. Your assessment will be compared to feedback from your colleagues and peers. You will be able to use your report to guide your learning and development.

Please highlight good behaviour and describe any behaviour which could cause concern. You must specifically comment on any concern about behaviour, and this should reflect your behaviour over time – not usually just a single incident. Do give specific examples. If you cannot give an example because you have not had the opportunity to demonstrate the attitude and/or behaviour, please indicate this.

**Agreed Actions**

**Save and Mark as Complete**

The MSF cycle is complete. You will now be able to initiate a new MSF cycle.

The screenshot shows a form titled 'Multi-Source Feedback Tool (MSF)'. It contains a paragraph of text: 'A tool that allows trainee pharmacists to seek feedback on their practice, specifically professional attitudes and behaviour from peers and senior colleagues. The tool should prompt self-reflection and the development of an action plan.' At the bottom right of the form is a blue button labeled 'Start New Multi-Source Feedback Tool (MSF)'.

**Multi-Source Feedback Tool (MSF)**

A tool that allows trainee pharmacists to seek feedback on their practice, specifically professional attitudes and behaviour from peers and senior colleagues. The tool should prompt self-reflection and the development of an action plan.

**Start New Multi-Source Feedback Tool (MSF)**

You will be able to view the report for any previous MSF cycles under the **Previous Reports** tab.

## 13 Deleting records

Your Designated Supervisor can delete any records that you may have started in error but no longer want to keep. They are also able to delete records that have been completed and signed off if you feel that they are no longer relevant.

The records that can be deleted are:

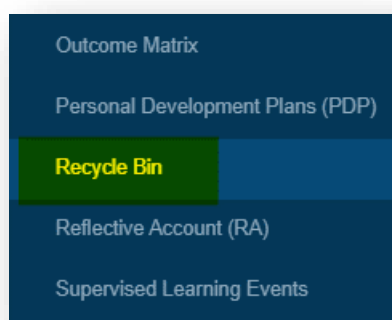
- Contributions to care logs
- Miscellaneous evidence uploads
- Reflective accounts
- Supervised learning events
  - Mini clinical evaluation exercise (mini-CEX)
  - Case based discussions (CbD)
  - Direct observation of practical skills (DOPS)
  - Medication-related consultation framework (MRCF)

**NOTE:** Deleted records are not permanently deleted and can be retrieved at any time.

**NOTE:** Trainee pharmacists do not have the authorisation to delete records but can restore deleted records.

### 13.1 Viewing and retrieving deleted records

Select “**Recycle Bin**” from the navigation menu to view your deleted records



Your list of deleted records will appear. To view a record, click on the title of the record.



The screenshot shows the E-portfolio interface with a table of records. The table has four columns: Date, Evidence Title, Evidence Type, and Action. A single record is displayed with the date 30/12/2021, title CBD 4, and type Case-Based Discussion (CBD). The Action column contains a Restore button. Above the table, there is a 'Show' dropdown menu set to 10 entries and a search field. Below the table, there is a pagination bar showing 'Showing 1 to 1 of 1 entries' and 'Previous' and 'Next' buttons.

Date	Evidence Title	Evidence Type	Action
30/12/2021	CBD 4	Case-Based Discussion (CBD)	<a href="#">Restore</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

You can choose to view more records on a page by selecting “**Show**” and selecting the number of items you want displayed from the drop-down list.

The screenshot shows the E-portfolio interface with the 'Show' dropdown menu open. The dropdown menu lists options: 10, 25, 50, and 100. The table below shows the same single record as the previous screenshot. The pagination bar at the bottom shows 'Showing 1 to 1 of 1 entries' and 'Previous' and 'Next' buttons.

Date	Evidence Title	Evidence Type	Action
30/12/2021	CBD 4	Case-Based Discussion (CBD)	<a href="#">Restore</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

You can search for records by typing text in the search field.

The screenshot shows the E-portfolio interface with the search field highlighted. The search field is empty. The table below shows the same single record as the previous screenshots. The pagination bar at the bottom shows 'Showing 1 to 1 of 1 entries' and 'Previous' and 'Next' buttons.

Date	Evidence Title	Evidence Type	Action
30/12/2021	CBD 4	Case-Based Discussion (CBD)	<a href="#">Restore</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

To view more records on subsequent pages, use the page options at the bottom of the screen or the “**Next**” and “**Back**” buttons.

To restore a record, click on the “**Restore**” button next to the relevant record.

Show 

10

 entries

Search:

Date	Evidence Title	Evidence Type	Action
30/12/2021	CBD 4	Case-Based Discussion (CBD)	<div>Restore</div>

Showing 1 to 1 of 1 entries

Previous

1

Next

Confirm that you want to restore the record by selecting “**Restore**” when the pop-up box appears.

Restore Record

×

Are you sure you want to restore this record?

Restore

Cancel

The record will be removed from the deleted records list.

Show 

10 ▾

 entries

Search:

Date	Evidence Title	Evidence Type	Action
No data available in table			

Showing 0 to 0 of 0 entries

Previous

Next

The restored record can then be found in its original location including the date that it was originally completed and not the date restored.

CBD Title	Date of CBD	Stage of Training	Last Updated	Completed	Actions
CBD 4	30/12/2021	23 weeks	18/01/2022		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
CBD 1	30/09/2021	10 weeks	05/11/2021		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
CBD 2	04/10/2021		19/10/2021		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
CBD 3	15/09/2021		19/10/2021		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Upload Form</a>					<a href="#">Start New Form</a>

## 14. Patient Satisfaction Questionnaire (PSQ)

The Patient Satisfaction Questionnaire (PSQ) provides an opportunity to obtain feedback on your consultation skills from the perspective of your patients as well as to identify areas of strength in your consultation skills and practice and highlight areas for development and action

Patients are invited to anonymously complete feedback after a clinically focused consultation with you e.g., responding to symptoms, clinical assessment or a consultation which provides an opportunity for you to demonstrate shared decision-making principles, for example, exploration of treatment options.

The feedback received from the PSQ is collated into a report which can later support a reflective discussion between you and your Designated Supervisor. The PSQ maps to all the activities in Group A and E of the HEE assessment strategy and can also be mapped to the GPhC interim learning outcome.

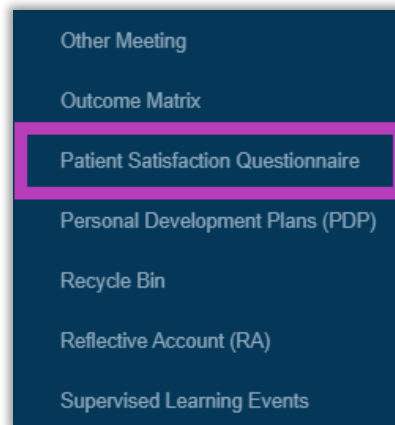
It is recommended that you collect feedback from a minimum of ten patients to enable the closure of an active PSQ cycle. This will also ensure that the feedback you receive will be of value. There is no limit on the number of patients that you can collect feedback from - the more the better!

**NOTE:** You will not be able to initiate a new PSQ cycle until you have completed the previous cycle.

Further guidance about the PSQ tool can be found on the HEE E-portfolio and downloadable resources [webpage](#).

### 14.1 Initiating the patient satisfaction questionnaire process

Select **Patient Satisfaction Questionnaire** from the left-hand navigation menu of the E-portfolio.



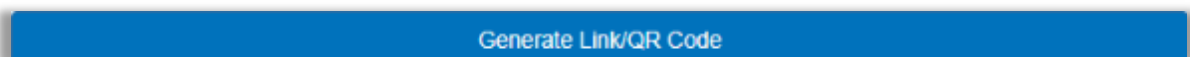
You will be taken to the Patient Satisfaction Questionnaire summary page. To initiate a new PSQ cycle, select the **Start New Feedback Cycle** button.



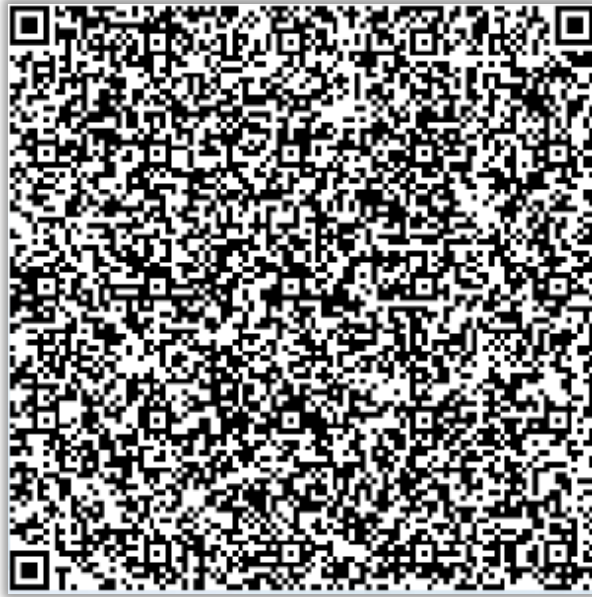
The PSQ summary page will be updated to display the details of the new feedback cycle you have initiated.

Details	Summary Report
Date of Commencement:	14/04/2022
Total Feedbacks Received:	0

To generate a link/QR code which can be used by patients to provide you with feedback, click the '**Generate Link/QR Code**' button.



A new QR code which is associated with this feedback cycle will be generated.



The QR code can be printed out and displayed in your place of work, which will enable patients to easily scan the code and be directed to the questionnaire. Alternatively, you can copy the direct link and send this to patients individually – to copy the link, click the **'Copy Link'** button.

Copy Link

Patients will be able to access the questionnaire using either of the methods described above, which will allow them to provide feedback on your practice.

HEE Trainee Pharmacist Foundation Year

NHS Health Education England

Logout

Toggle menu

	Not applicable	Disagree fully	Disagree mostly	Agree partially	Agree mostly	Agree fully
Introduced themselves clearly to me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Made me feel welcome	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Listened to me and all my questions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understood my questions and concerns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Explained things clearly to me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supported me in deciding about the current or next steps in my care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Made me feel confident in their behaviour throughout the consultation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would be happy to recommend this trainee pharmacist to my friends and family	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments or suggestions for the trainee pharmacist based on the consultation.

Submit Feedback

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Contact Us

Each link/QR code will be valid for 60 days and can be used by multiple patients to provide feedback for this PSQ cycle. After 60 days the link will expire, and you can create a new link/QR code by clicking the **Generate Link/QR Code** button on the PSQ summary page.

The counter on your PSQ summary page will show you how many pieces of feedback have been collected during this PSQ cycle.

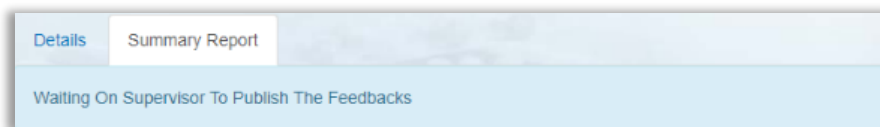
Details Summary Report

Date of Commencement: 14/04/2022

Total Feedbacks Received: 1

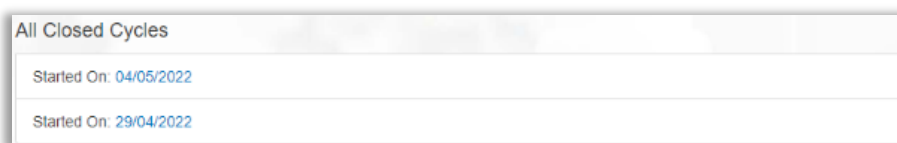
Once you have collected the minimum response (10) or once your Designated Supervisor is satisfied with the number of responses you have received, they will close the feedback cycle and review the feedback before publishing this to you. Please note that your Designated Supervisor will determine if the provided feedback is relevant/detailed enough, and whether more feedback is required within the active PSQ cycle.

**NOTE:** The **Summary Report** tab will appear blank until your Designated Supervisor publishes the feedback to you.



## 14.2 Reviewing Feedback

Once your Designated Supervisor has closed the feedback cycle and published the feedback to you, you will be able to review the comments you have received. You can view any previous PSQ cycles by navigating to the **Details** tab of the PSQ summary page. This page displays all closed PSQ cycles – clicking into any of these will show you the relevant options for this specific cycle.



**NOTE:** You do not have any edit rights to the feedback received and can only view the comments.

For any given PSQ cycle, you can view the feedback you received by clicking on the **Summary Report** tab. This page will display all the feedback, which has been checked by your Designated Supervisor, and a heatmap showing the ratings that were provided by patients during this feedback cycle.

**NOTE:** There is a separate heatmap for each cycle – you can select which previous cycle you want to view from the summary page and then there is a related heatmap on the report tab.



Details
Summary Report

### Reflective Summary:

Trainees are encouraged to complete a Reflective Summary record detailing their reflections about the feedback they have received, set any appropriate actions to guide their development, and map the activity to the Learning Outcomes framework.

You can start your reflection from here: [Add Reflection](#)

Question	Not applicable	Disagree fully	Disagree mostly	Agree partially	Agree mostly	Agree fully
Introduced themselves clearly to me	0.0%	0.0%	50.0%	20.0%	30.0%	0.0%
Made me feel welcome	0.0%	0.0%	10.0%	60.0%	30.0%	0.0%
Listened to me and all my questions	0.0%	0.0%	20.0%	20.0%	30.0%	0.0%
Understood my questions and concerns	0.0%	0.0%	10.0%	20.0%	50.0%	0.0%
Explained things clearly to me	0.0%	0.0%	10.0%	30.0%	30.0%	0.0%
Supported me in deciding about the current or next steps in my care	0.0%	0.0%	40.0%	10.0%	20.0%	0.0%
Made me feel confident in their behaviour throughout the consultation	0.0%	0.0%	10.0%	60.0%	10.0%	0.0%
I would be happy to recommend this trainee pharmacist to my friends and family	0.0%	0.0%	10.0%	30.0%	30.0%	0.0%

### Feedback Comments:

Cras luctus faucibus ornare. Nulla purus nibh, scelerisque sit amet convallis in, tristique at eros. Nulla hendrerit imperdiet metus, ac tristique erat laoreet non. Pellentesque suscipit lacus ipsum. Phasellus vestibulum at dui nec blandit. Curabitur tincidunt enim metus, ac volutpat justo iaculis eget.

Praesent sit amet tristique lacus, ac porttitor ipsum. Phasellus fermentum, sem ut commodo porttitor, leo odio pharetra sem, at volutpat massa magna et nulla. Vivamus ac purus varius purus imperdiet interdum. Maecenas ullamcorper mattis lacus sed interdum.

Sed nunc metus, rutrum et ante eget, sollicitudin tincidunt ex. Quisque dapibus molestie nunc ac rutrum. Donec rhoncus libero velit, eu aliquam magna sagittis eu. Curabitur ac est non tortor congue imperdiet. Integer tincidunt justo vehicula blandit eleifend.

Integer at varius ipsum. Sed velit mauris, tempor a felis nec, blandit sodales odio. Fusce luctus, metus quis egestas feugiat, massa mauris rhoncus ante, vel tempor justo ex at risus.

Aliquam cursus mattis feugiat. Pellentesque rutrum placerat turpis, non fringilla lorem tincidunt feugiat. Aliquam sed tristique nisi. Nunc lectus nunc, venenatis vel diam vitae, scelerisque tempus tortor.

Integer sed feugiat ipsum. Phasellus tincidunt libero neque, vitae lacinia justo fermentum vel. Suspendisse et tellus et massa ullamcorper malesuada laoreet sit amet risus. Proin ut malesuada lorem. Pellentesque et elit ante. Sed facilisis finibus purus ut vehicula. Donec non dolor neque.

Nulla porta rutrum neque, consectetur suscipit magna pretium at. Vestibulum at varius arcu, sagittis convallis libero. Nam et velit magna. Aliquam sit amet ante eget eros efficitur mollis. Integer sed ante sed turpis mattis pretium.

Once you have completed the PSQ cycle and have reviewed the feedback from your patients, you are encouraged to create a Reflective Account to articulate how you will act on the feedback to improve your practice.

Click the **Add Reflection** button to be automatically redirected to the Reflective Account page. The reflective account can be used to develop actions and as a discussion point with your Designated Supervisor in the future. Refer to **section 7** of the user guide for more information on Reflective Accounts.

[Add Reflection](#)

This concludes the PSQ cycle – a new feedback cycle can be initiated by clicking the **Start New Feedback Cycle** button on the PSQ summary page.

[Start New Feedback Cycle](#)

This number of PSQ feedback cycles initiated and those that have been completed will appear in your Dashboard view.

The number of initiated cycles is represented in an orange box, and the number of completed cycles is represented in a green box.

Other Records	
Absence	0
Contribution To Care Log(s)	Not Started
Designated Supervisor Meeting	Not Started
Miscellaneous Evidence Upload	Not Started
Other Meeting	Not Started
Patient Satisfaction Questionnaire	3 2
Reflective Account (RA)	Not Started

## 15. Contact Details

### Enquiries about your training year

Visit the [HEE Trainee Pharmacist Foundation Year Programme](#) for further information about your 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](mailto: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](mailto: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



## 16 Useful Links

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





[Our work](#) | [Online learning](#) | [Health careers](#) | [News, blogs and events](#) ▼ | [About](#) ▼ | [Covid-19](#)

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### 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

## 17 Glossary

Term	Description	Explanation
CBD	Case-based Discussion	A retrospective evaluation of a trainee pharmacists' input into patient care. It assesses clinical decision-making and the application or use of pharmaceutical knowledge in the care of patients.
DOPS	Direct Observation of Practical Skills	An assessment tool used to demonstrate a range of procedural skills that are essential to the provision of safe and effective pharmaceutical care.
DS	Designated Supervisors	Supervises trainee pharmacists during their foundation training year. DS's sign off assessment tools and forms, 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
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.
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 ( <a href="https://www.pharmacyregulation.org/sites/default/files/document/interim-learning-outcomes-foundation-training-year-march-2021.pdf">https://www.pharmacyregulation.org/sites/default/files/document/interim-learning-outcomes-foundation-training-year-march-2021.pdf</a> ).

Term	Description	Explanation
GPhC	General Pharmaceutical Council	The regulator for pharmacists, pharmacy technicians and pharmacy premises. They set the standards for foundation trainee pharmacist training and administer the pharmacist registration assessment.
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.
HEE assessment strategy	HEE Trainee Pharmacist Foundation Year Assessment Strategy	Contains 21 activities that FTPs must achieve as part of the HEE trainee pharmacist foundation year programme. Link to strategy: <a href="https://www.hee.nhs.uk/sites/default/files/documents/HEE%20Trainee%20Pharmacist%20Foundation%20Year%20-%20Assessment%20Strategy.docx">https://www.hee.nhs.uk/sites/default/files/documents/HEE%20Trainee%20Pharmacist%20Foundation%20Year%20-%20Assessment%20Strategy.docx</a>
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.
LNA	Learning Needs Analysis	A structured framework used to identify gaps in your 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
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. Note: Learning outcome 37 is not a requirement for the 2021/22 training programme

Term	Description	Explanation
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.
MRCF	Medication Related Consultation Framework	A reflective assessment 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.
PDP	Personal Development Plan	A structured framework to support learning and development. For this programme this will be linked to the learning needs analysis actions.
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.
SLE	Supervised Learning Event	<p>A set of evidence-based assessment tools to support development through formative learning. The purpose of the SLE is to:</p> <ul style="list-style-type: none"> <li>provide immediate feedback, highlight achievements, and suggest areas for further development.</li> <li>demonstrate engagement in the educational process.</li> </ul> <p>Examples are case based discussions, mini clinical evaluation exercise, direct observation of practical skills and medication related consultation framework</p>
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 known as a witness, within the e-portfolio, by the trainee. The role of the collaborator can include Practice

Term	Description	Explanation
		Supervisors, Designated Supervisors, Pharmacy Technicians, Pharmacy Support Staff, Line Managers other health care professionals.

## 18. Summary of Amendments

The following amendments and new features have been made to the user guide in October 2021.

### Section 2.4: User roles and responsibilities

The Education Programme Lead has been added to the E-portfolio

### Section 3.3.2: Outcome matrix

Information about how designated supervisors can sign off learning outcomes

### Section 3.3.3: Absence

### Section 3.3.4: Messaging

The following amendments and new features have been made to the user guide in January 2022.

### Section 12 Multi-source feedback (MSF)

### Section 13 Deleting records

The following amendments and new features have made to the user guide in March 2022

### Section 6.2: Creating and completing a Foundation Training Progress Report Form- week 39 progress report



The following amendments and new features have been made to the user guide in May 2022

**Section 14: Patient Satisfaction Questionnaire**