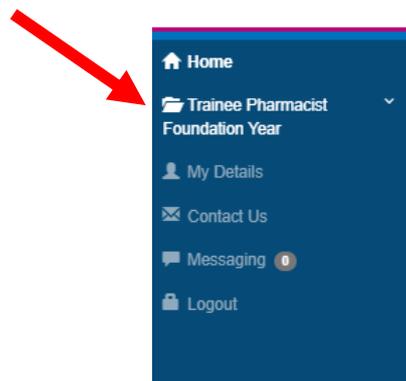


HEE Trainee Pharmacist Foundation Year E-portfolio

The navigation menu provides a full list of functionalities available within the E-portfolio and can be accessed by expanding the 'Trainee Pharmacist Foundation Year' folder as shown below.



Outcome Matrix

Navigate to 'Outcome Matrix' from the navigation menu.

You can view the HEE Assessment Activity Progress summary at the top of the page. Hovering over the numbers 1 to 21 will provide a quick summary of each assessment activity.

Click on a count shaded in grey circled below in red:

HEE Assessment Activity Progress																					
HEE Assessment Activity	A: Clinical and patient-facing activities							B: Healthcare quality and improvement			C: Supplying medicines			D: Mandatory and specific training					E: Personal development and progression		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
No. complete and signed	2	0	0	2	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	

Upon clicking on a count shaded in grey, you will be able to see a list of all completed and signed records that have been linked to that Assessment Activity. You can select a record to view from the list by clicking the view icon. The record will appear in a new window.

A1 Medicines reconciliation

Form	Title	Date Completed	View
Medication-Related Consultation Framework (MRCF)	MRCF test	13/02/2023	
Mini-Clinical Evaluation Exercise (Mini-CEX)	Testing 10.2.23	10/02/2023	

HEE Assessment Activity Progress

HEE Assessment Activity	A: Clinical and patient-facing activities							B: Healthcare quality and improvement			C: Supplying medicines			D: Mandatory and specific training					E: Personal development and progression		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
No. completed and signed	2	0	0	2	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0

The Outcome Matrix displays a count of all records completed by a trainee and signed by the designated supervisor. It will also indicate if a GPhC learning outcome has been signed off. The outcome matrix can be used to identify a trainee's strengths and areas for development.

Progress with the GPhC Learning Outcomes can be viewed by scrolling down the page. You can click on any of the folder icons (circled below in red) to expand the Domains.

You can view how many completed and signed evidences there are for each domain of learning outcomes (number in green) but also the number of GPhC learning outcomes that have been signed off by the DS (number in amber).

GPhC Learning Outcomes Progress

- Domain: Person - Centred Care and Collaboration** 
 - Signed Evidences 2
 - Learning Outcomes signed off by DS 1
- Domain: Professional practice** 
 - Signed Evidences 2
 - Learning Outcomes signed off by DS 1
- Domain: Leadership and management** 
 - Signed Evidences 1
 - Learning Outcomes signed off by DS 1
- Domain: Education and research** 
 - Signed Evidences 1
 - Learning Outcomes signed off by DS 1

The ordering of the learning outcomes on the left hand side can be chronological (1 - 55) or by the number of signed evidences per learning outcome by clicking on the filter arrows next to the title of each column. You can also type in a term into the 'Search' field, so that learning outcomes with that term will then be displayed:

GPhC Learning Outcomes Progress

Domain: Person - Centred Care and Collaboration 

Signed Evidences 2

Learning Outcomes signed off by DS 0

Search:

Learning Outcome	Level	Signed Evidences	Learning Outcome sign off by DS
1. Demonstrate empathy and keep the person at the centre of their approach to care at all times	Does	1	
11. Take into consideration factors that affect people's behaviours in relation to health and wellbeing	Does	1	
2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing	Does	0	
3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person	Does	0	
4. Understand the variety of settings and adapt their communication accordingly	Does	0	
5. Proactively support people to make safe and effective use of their medicines and devices	Does	0	

Upon clicking on a count shaded in green, you will be able to see records that have been mapped to that learning outcome. You can select a record to view from the list by clicking the view icon:

11. Take into consideration factors that affect people's behaviours in relation to health and wellbeing

Form	Title	Date Completed	View
Contribution To Care Log(s)	Contribution to Care log	13/02/2023	

[Close](#)

X

Revoke Outcome

Award Outcome

Save Task (Create New)

A learning outcome can be revoked at any point by the Designated Supervisor if they feel that a trainee is 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 and the trainee on what additional evidence is required to meet the learning outcome again.

NOTE: The outcome matrix can take 5 minutes to refresh and update.

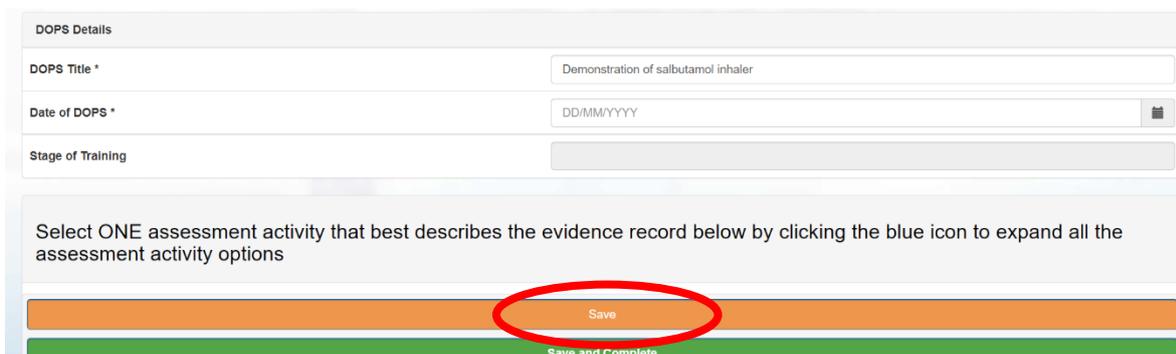
Saving work ('Quick Save' function)

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



There is a quick save option for each evidence (see bar in amber below) so trainees can save work as they go along without needing to worry that their work will be lost and without having to complete a task in one go.

Trainees can come back to complete the evidence when they wish and save work as many times as needed. Once the trainee is happy that everything is complete, the save and complete bar (in green below) will move the evidence to the next stage in the process.

A screenshot of the "DOPS Details" form. The form has several input fields: "DOPS Title *" with the value "Demonstration of salbutamol inhaler", "Date of DOPS *" with a date picker showing "DD/MM/YYYY", and "Stage of Training". Below the form, there is a section titled "Select ONE assessment activity that best describes the evidence record below by clicking the blue icon to expand all the assessment activity options". At the bottom of the form, there are two horizontal bars: an orange bar with the text "Save" circled in red, and a green bar with the text "Save and Complete".

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.

Supervised Learning Events

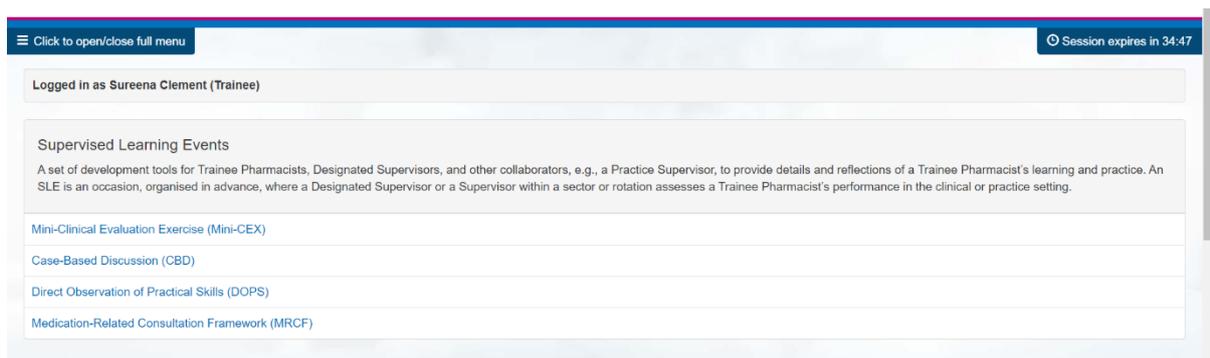
The Supervised Learning Events (SLEs) within the E-portfolio are:

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

The assessment tools should be completed with either a designated supervisor, or a practice supervisor/collaborator (also known as a ticked supervisor within the E-portfolio) who will observe a trainee in practice and provide them with feedback on how well they have demonstrated specific knowledge, skills, or attributes.

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

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



Fields in all SLE types have been built to allow trainees and designated supervisors to add comments. For the evidence to be generated within the system, and the quick save function mentioned above to be initiated, the **title field** must be completed as a minimum.

There must be some text entered into each field, even if there are no additional comments to add before a record can be saved and/or completed. Users can add '**N/A - [date], [initials]**' before completing the evidence if there are no additional comments to be included.

If there is an area shaded in grey or an area is disabled this will mean that the user is unable to enter any comments for that section either because it is a trainee or designated field only.

For any of the SLEs the following steps can be carried out:

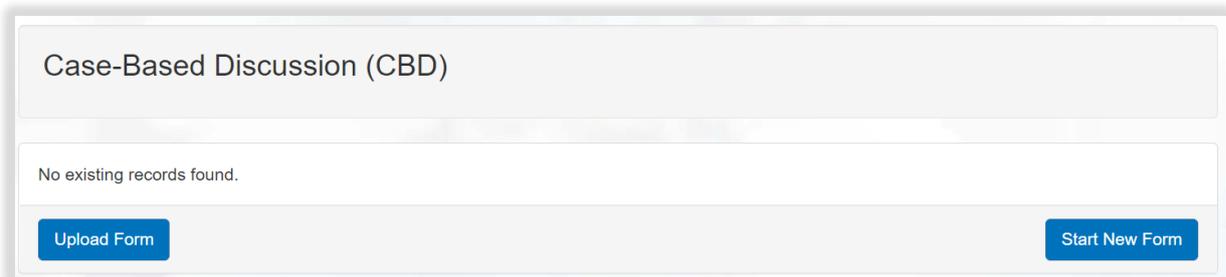
Creating and completing an SLE

Select the SLE you want to write evidence for – this example will look at Case-Based Discussion, but the same principles apply for any of the SLEs listed above. Select 'Case-Based Discussion' 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 white background. 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 'Case-Based Discussion (CBD)' item is highlighted with a yellow background, indicating it is the selected option.

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



A screenshot of a web interface for the 'Case-Based Discussion (CBD)' form. The title 'Case-Based Discussion (CBD)' is at the top. Below it is a message: '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.

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

Linking to the HEE assessment activities

You will be expected to link the evidence to at least one of the twenty-one HEE assessment activities at the start of the record.

If you require feedback for an SLE from a practice supervisor/collaborator, this can be done via the 'Ticketed Supervisor' field. Enter in the full name and email address of the ticketed supervisor. **This option does not need to be used for sending to your designated supervisor.** 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.

Ticketed Supervisor	
Name	<input type="text"/>
Email <i>(only required for sending ticketed invitations)</i>	<input type="text"/>

NOTE: You will notice there are rating fields that as a trainee 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.

GPhC learning outcomes mapping



Select  to expand each section. Select the learning outcomes that apply. You must select at least one learning outcome:

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
- 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
- 7. Obtain informed consent before providing care and pharmacy services
- 8. Assess and respond to the person's particular health risks, taking account of individuals' protected characteristics and background
- 9. Take responsibility for ensuring that personal values and beliefs do not compromise person-centred care
- 10. Demonstrate effective consultation skills, and in partnership with the person, decide the most appropriate course of action
- 11. Take into consideration factors that affect people's behaviours in relation to health and wellbeing
- 12. Take an all-inclusive approach to ensure the most appropriate course of action based on clinical, legal and professional considerations
- 13. Recognise the psychological, physiological and physical impact of prescribing decisions on people
- 14. Work collaboratively and effectively with other members of the multi-disciplinary team to ensure high-quality, person-centred care, including continuity of care

NOTE: GPhC interim learning outcome 37 is not a requirement for this training year, therefore you will not be able to select this.

You have the option to attach any supplementary material. Select "Choose File", attach the required document, provide a file description and press "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

Please remember to click the "Save" button once you have selected your file and entered a file description.

Supplementary materials 

Choose file

No file chosen

File description:

You then have the option to press 'Save' (to enable you to come back to at a later stage to complete) or 'Save and Complete' if you feel you have completed writing your evidence for this SLE and moving on to the next stage.

By clicking on the save and complete button, you will be taken back to the summary page.

You can notify your designated supervisor that your SLE is ready to be reviewed. Press 'Notify DS' (see amber icon below) and a pop-up will appear asking you to select the designated supervisor to notify. Once you have confirmed this, a message will appear to notify you that an email has been sent.

The status is updated to 'Notified DS' (see green icon below):

Case-Based Discussion (CBD)

An assessment tool to facilitate a discussion of your pharmaceutical management and understanding of a patient case with your Designated Supervisor.

[Back to Supervised Learning Events](#)

CBD Title	Date of CBD	Stage of Training	Last Updated	Completed	Notify DS	Actions
Case Based Discussion	27/02/2023	26 weeks	06/03/2023		<input type="button" value="Notify DS"/>	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Case-Based Discussion (CBD)

An assessment tool to facilitate a discussion of your pharmaceutical management and understanding of a patient case with your Designated Supervisor.

[Back to Supervised Learning Events](#)

CBD Title	Date of CBD	Stage of Training	Last Updated	Completed	Notify DS	Actions
Case Based Discussion	27/02/2023	26 weeks	06/03/2023		<input type="button" value="Notified DS"/>	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

The designated supervisor will receive an email notification to say that the Case Based Discussion is ready for review. The designated supervisor can then go into the E-portfolio at any point to review the record. If they wish to provide any comments, they can add this on the record itself.

Trainees can delete any record up until the point of notifying their DS that they are happy for them to review and sign off the evidence. Once the notify DS icon has been activated, trainees will not be able to delete a record.

NOTE: The steps described above can be used to for any of the records within the E-portfolio