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.
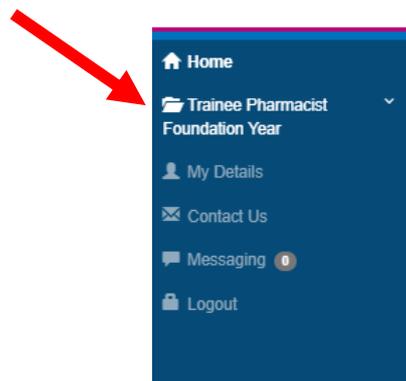
Outcome Matrix

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:

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.

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).

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:

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:

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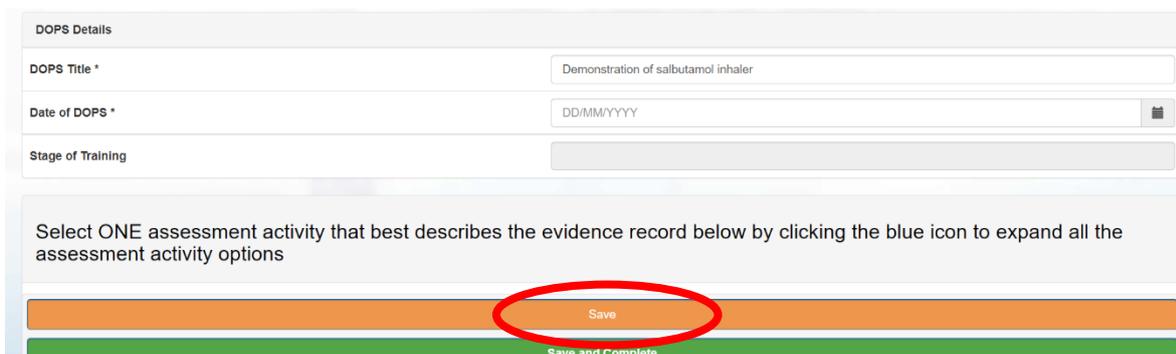
The timer resets to 35 minutes each time you interact with the E-portfolio, such as clicking a button, or completing a form. If you are typing, the page will remain active.

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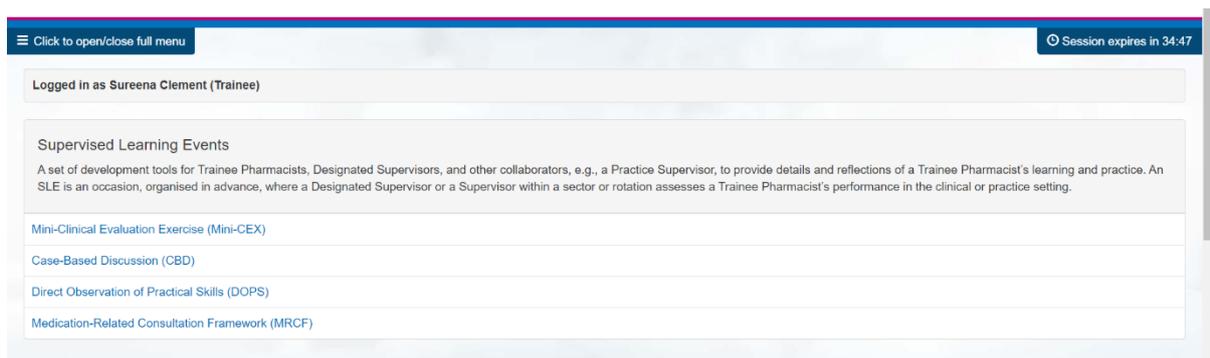
Fields in all SLE types have been built to allow trainees and designated supervisors to add comments. For the evidence to be generated within the system, and the quick save function mentioned above to be initiated, the **title field** must be completed as a minimum.

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.

Select "Start New Form" to create a new record.
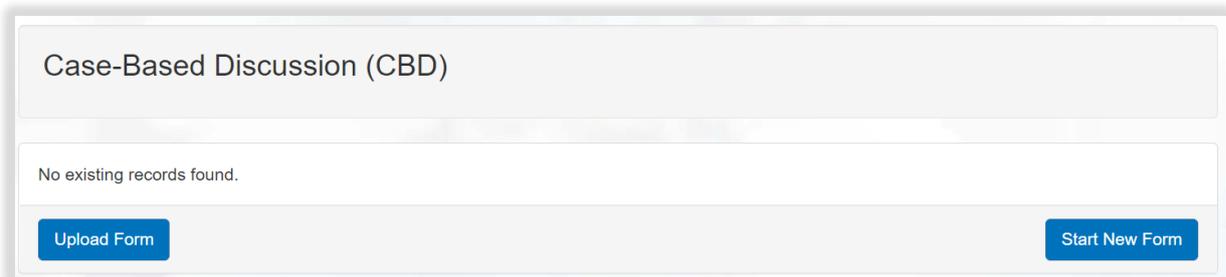
The 'Case-Based Discussion' form will appear. Complete the required fields as instructed.

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	
Email **(only required for sending ticketed invitations)**	

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:

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 are you wish and delete any that are no longer relevant by clicking on the trash can icon:

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):

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