ROYAL PHARMACEUTICAL SOCIETY

NHS Health Education England

Trainee Pharmacist Foundation Year E-portfolio User Guide

Trainee User Guide

May 2022

Contents

1 Introduction

Welcome

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

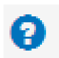
TIP: For the best user experience, we advise that you use the E-portfolio on a desktop, as you may be entering a lot of text in certain sections and fields and a wider screen enables you to view all the necessary elements.

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.

2.2 Session timer

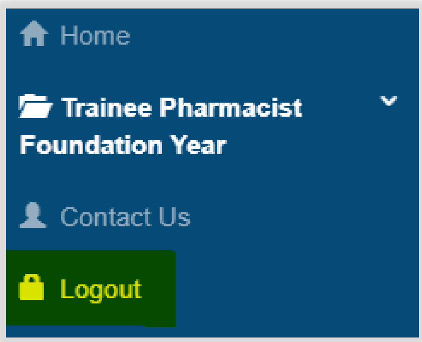
You will notice a timer in the top right-hand corner of the screen. This is a countdown of inactivity. If you are inactive for a period of 35 minutes, you will automatically be logged out of the E-portfolio.

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)	✓	✓	**Access via ticket link**	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	✓	✓	**Access via ticket link**	Read only
Other Meeting	✓	✓	**Access via ticket link**	Read only
Outcome Matrix	✓	✓	No access	Read only
Personal Development Plans (PDP)	✓	✓	No access	Read only
Reflective Account (RA)	✓	✓	**Access via ticket link**	Read only

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

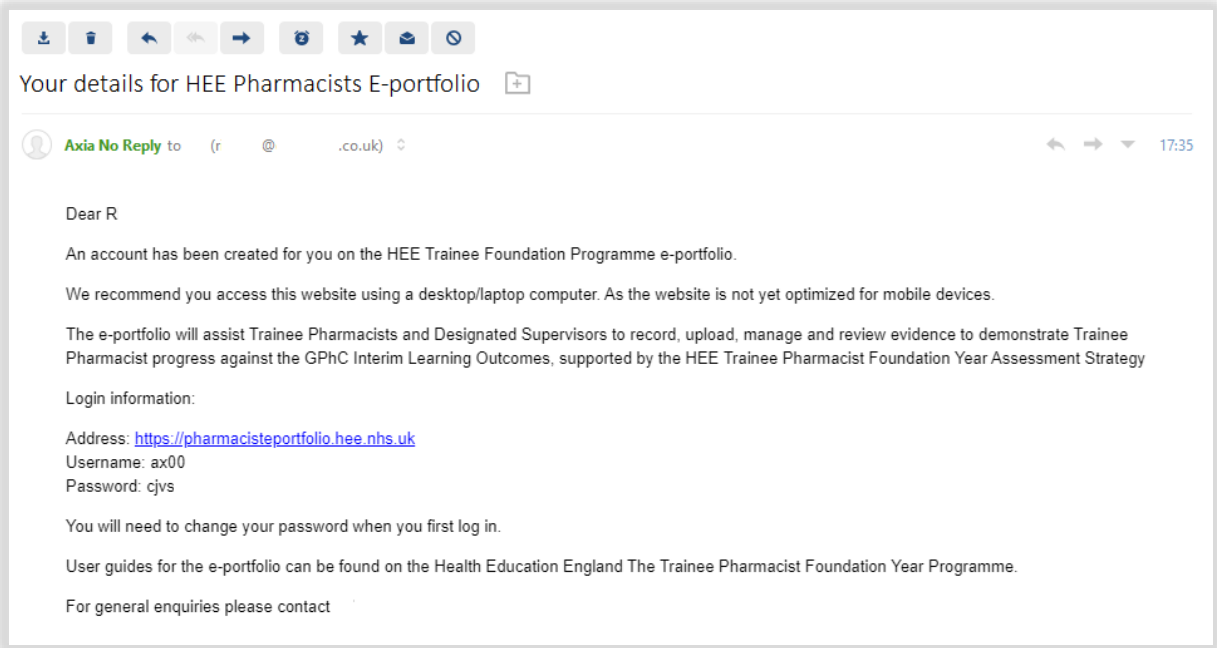
HEE will also have access to view the E-portfolio to monitor progress and ensure that trainees are progressing as expected. This is an essential part of HEE's quality management role, as the statutory education body, responsible for providing national leadership for education, training and workforce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

3 Getting Started

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

https://pharmacisteportfolio.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.

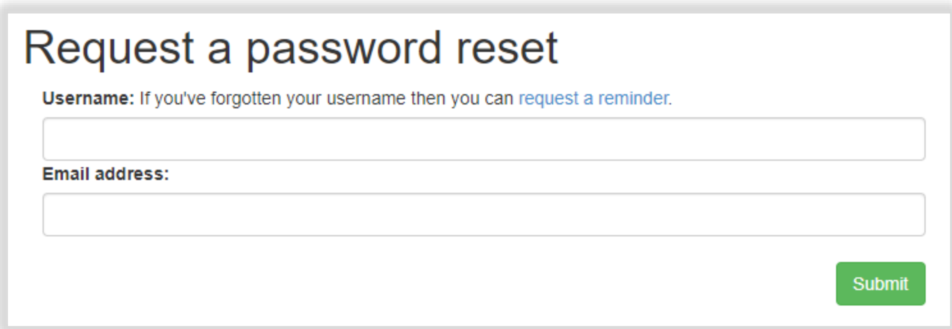
Once you have received your login email you are ready to get started and access the E-portfolio. Using the link above will direct you to the following page.

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.

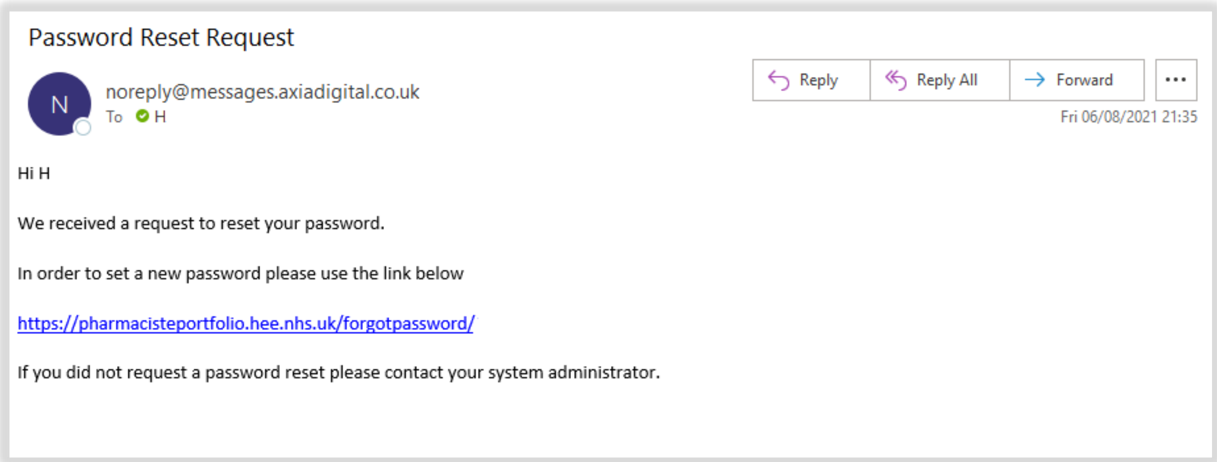
If you forget your password at any point, you can reset it by selecting “Forgotten password?”.

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



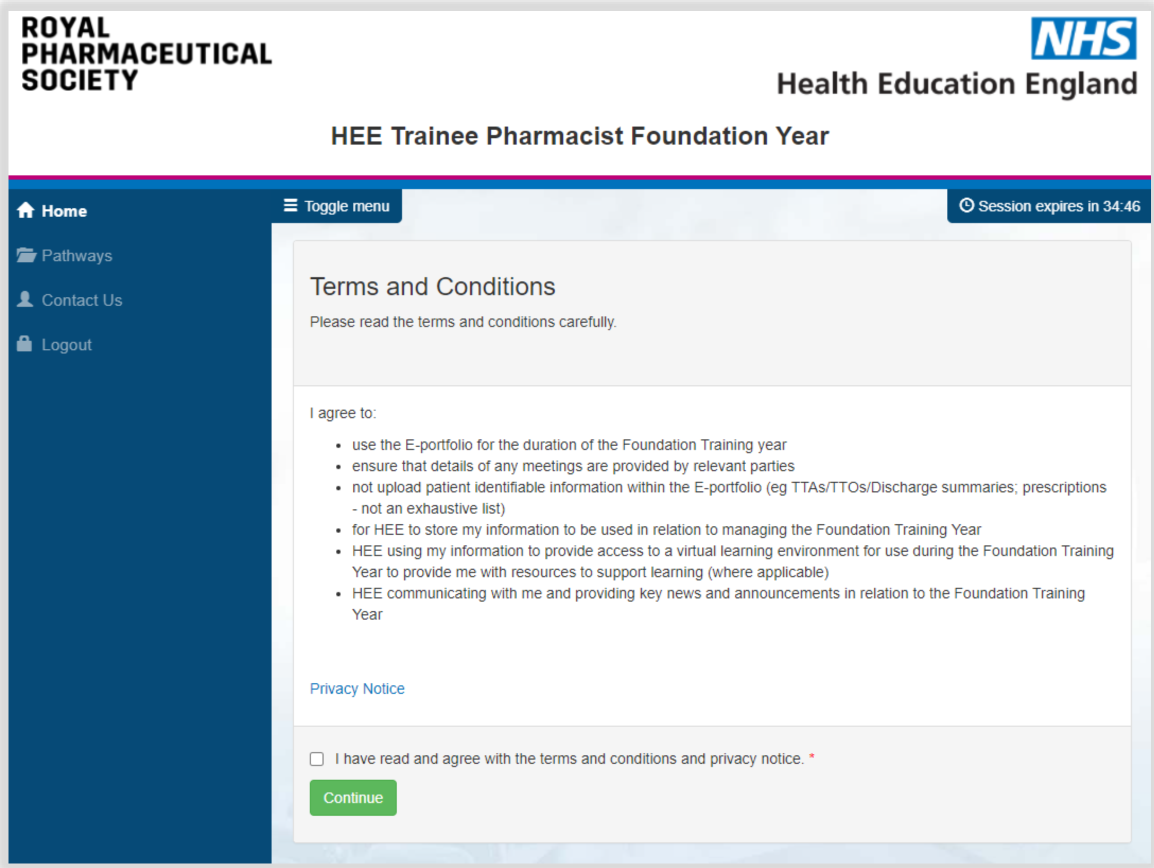
NOTE: Your username is your GPhC number

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

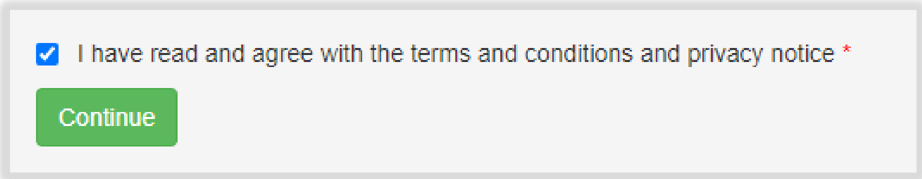


3.1 Accessing the programme

When you first access the E-portfolio, you will need to read and accept the terms and conditions.



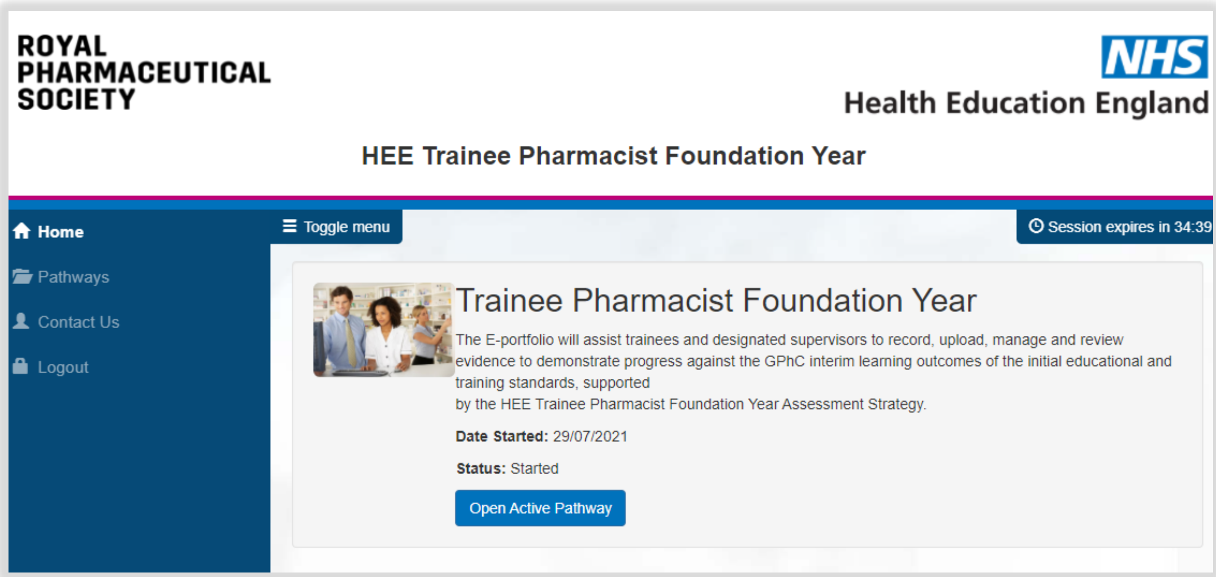
Click the check box, to accept the terms and conditions.



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.

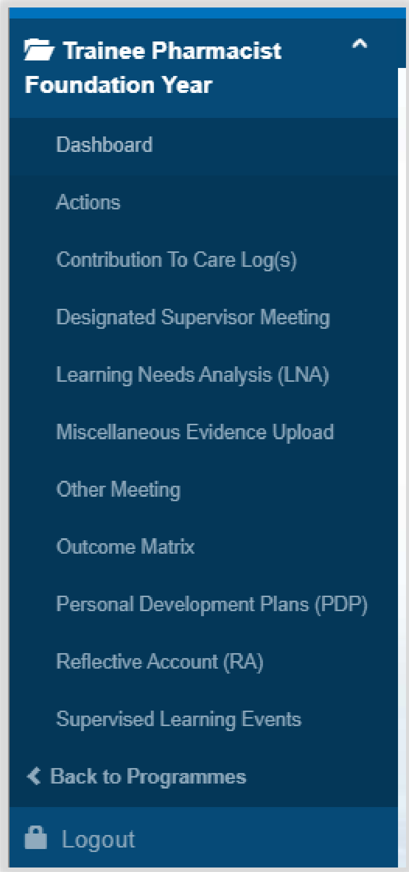
NOTE: When you return to the E-portfolio in the future, you will see the Trainee Foundation Pharmacist programme under the "Active Programmes" table. You will not need to accept the terms and conditions again.

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.



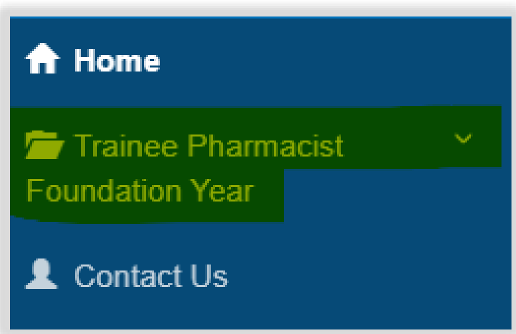
3.1.1 The navigation menu

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.

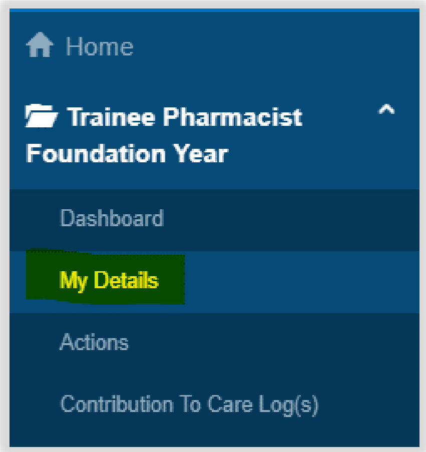
NOTE: To view the full menu you need to click on "Trainee Pharmacist Foundation Year" to expand the contents.



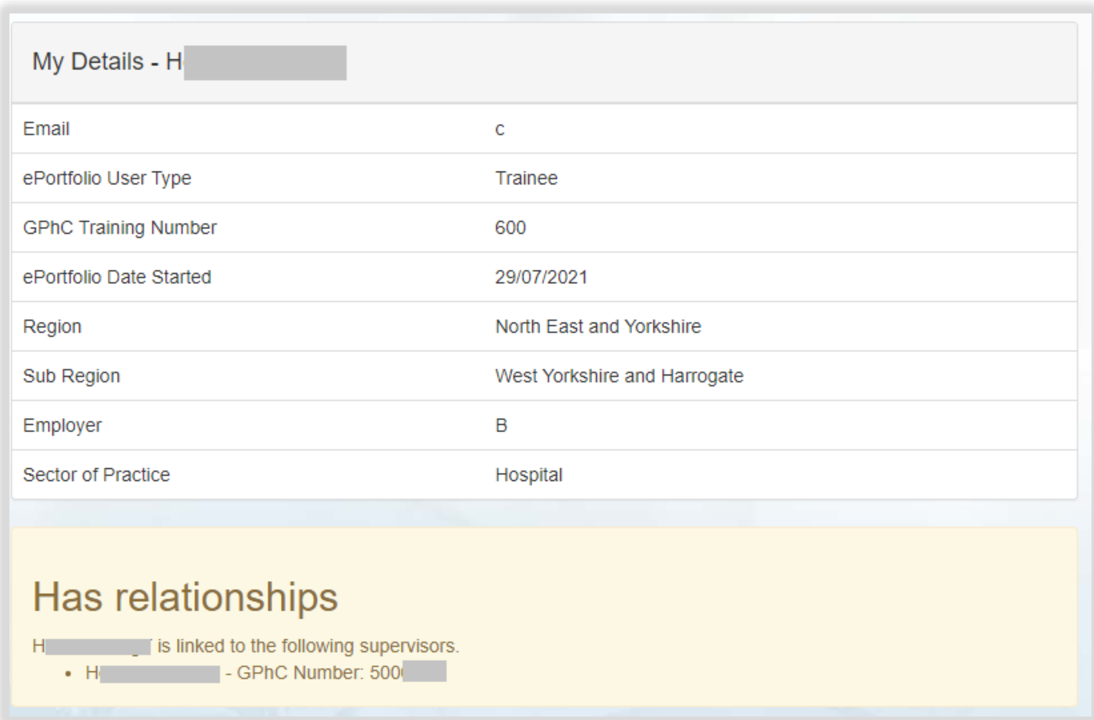
3.1.2 Checking your details

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

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



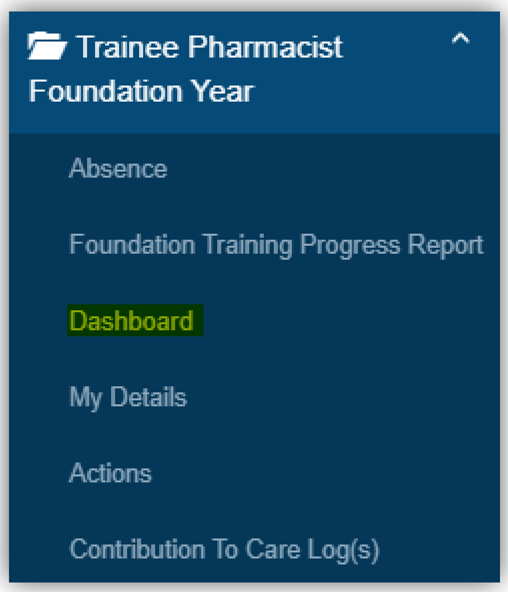
A page with your details will appear.



3.2 Monitoring and reviewing your progress

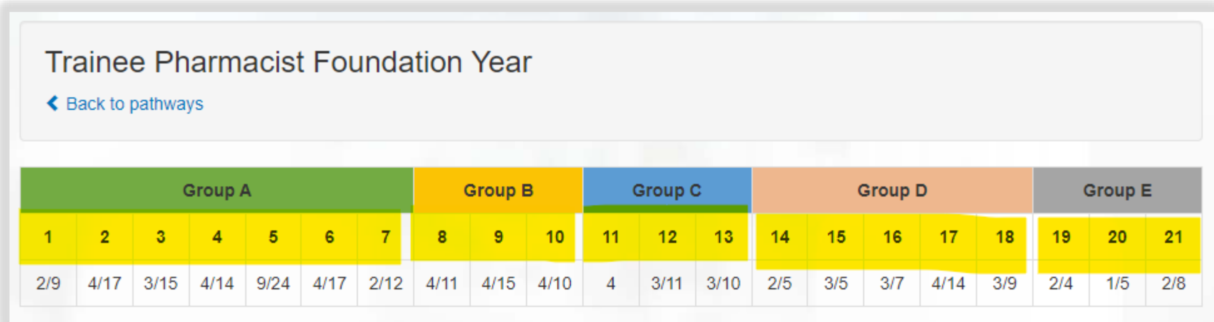
3.2.1 Your Dashboard

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

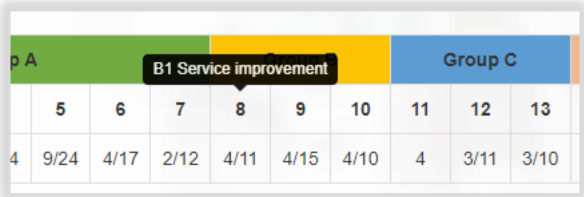


Your dashboard contains the following information presented in two tables:

- 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

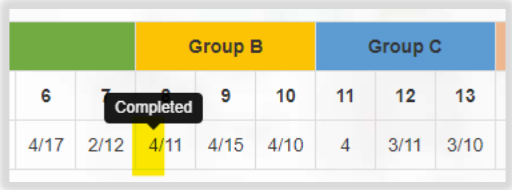


Hovering over the assessment activity number provides you with a further explanation of what the activity relates to.

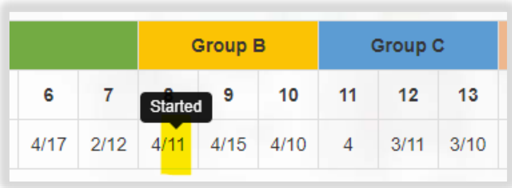


The counts denote the records you have started and are in progress, and the number of records completed.

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



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



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

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

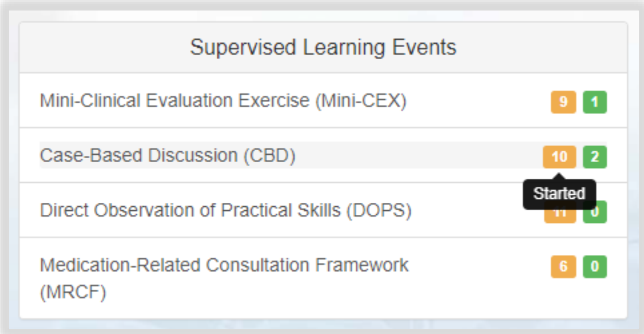
Group A							Group B			Group C			Group D					Group E		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1/4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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	

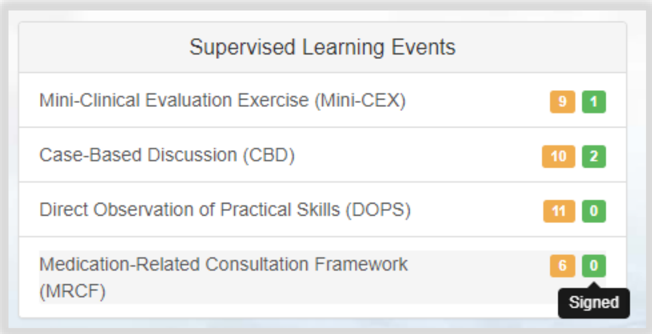
Other Records		
Absence	35	
Foundation Training Progress Report	Not Started	
Contribution To Care Log(s)	Not Started	
Designated Supervisor Meeting	1	1
Miscellaneous Evidence Upload	Not Started	
Other Meeting	1	1
Reflective Account (RA)	1	0

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.

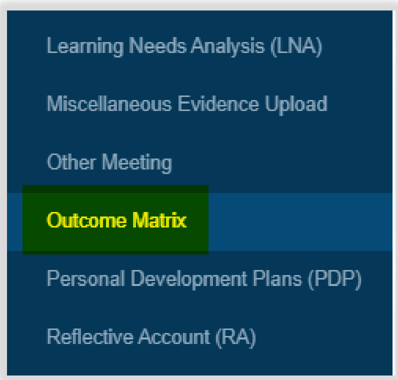


The counts in the green boxes represents the number of records you have completed and are signed off by your designated supervisor.



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	/	
2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	
3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	
4. Understand the variety of settings and adapt their communication accordingly	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	
5. Proactively support people to make safe and effective use of their medicines and devices	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	
6. Treat people as equals, with dignity and respect, and meet their own legal responsibilities under equality and human rights legislation, while respecting diversity and cultural differences	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	
7. Obtain informed consent before providing care and pharmacy services	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	
8. Assess and respond to the person's particular health risks, taking account of individuals' protected characteristics and background	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	
9. Take responsibility for ensuring that personal values and beliefs do not compromise person-centred care	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	
10. Demonstrate effective consultation skills, and in partnership with the person, decide the most appropriate course of action	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	
11. Take into consideration factors that affect people's behaviours in relation to health and wellbeing	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	
12. Take an all-inclusive approach to ensure the most appropriate course of action based on clinical, legal and professional considerations	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	

The numbers denote the records 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 o[f] 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

0 completed of the 2 started evidence mapped to both the Group outcome and Domain outcome

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.

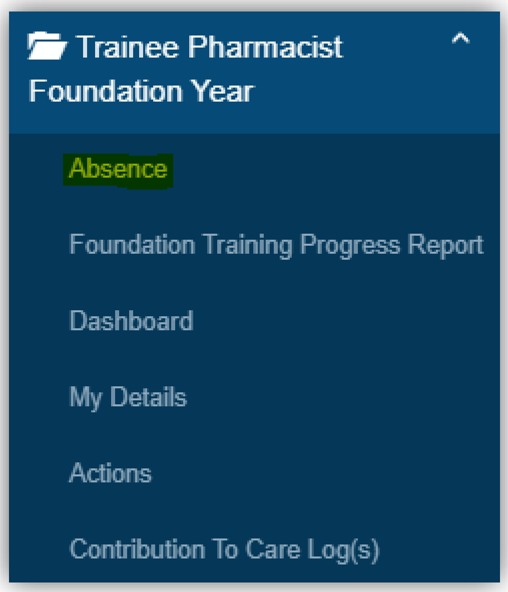
NOTE: The Outcome Matrix can take 5 minutes to refresh and update.

3.2.3 Absence

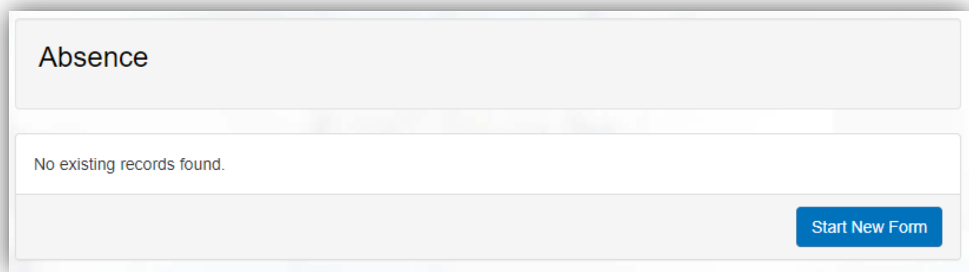
As part of the requirements from the GPhC, you need to report any absences that you have throughout your Foundation Training Year. The ''Absence' tool within the E-portfolio allows you to record these for monitoring and reporting purposes.

3.2.3.1 Creating and completing an Absence form

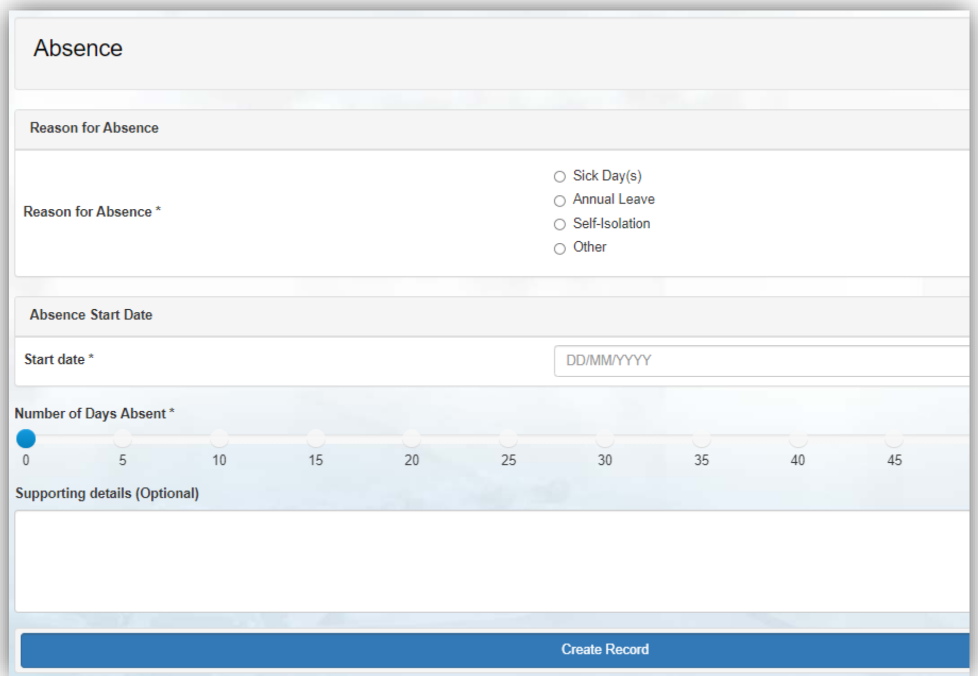
To access the Absence form, select 'Absence' from the navigation menu.



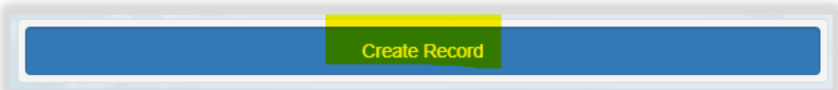
Select "Start New Form" to create a new record.


Absence
No existing records found.
Start New Form

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

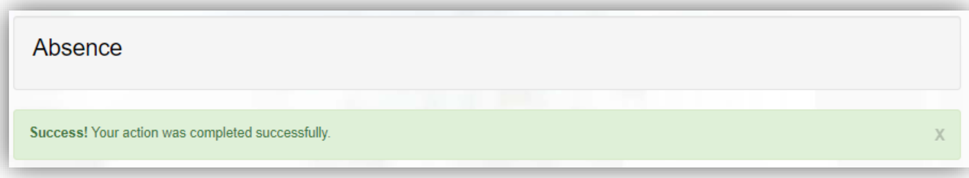


When you have completed all the required fields, select “Create Record”.



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.



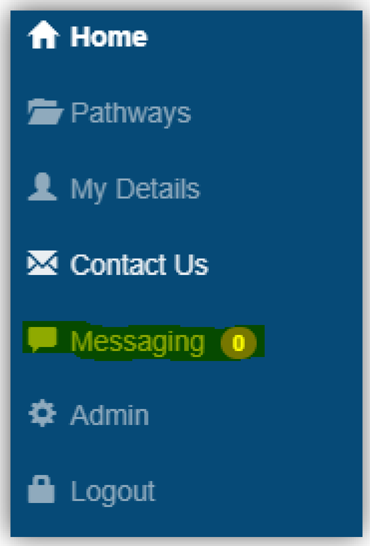
NOTE: The e-ticket process does not apply here as this form is not intended to be completed by collaborators.

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

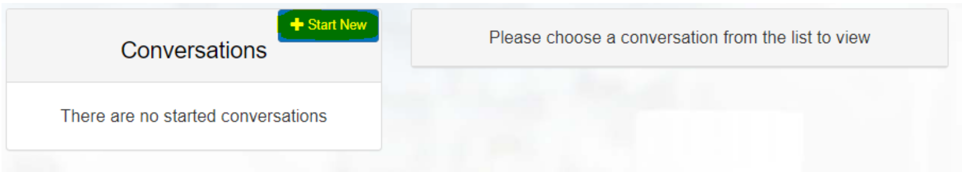
3.2.4 Messaging

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).

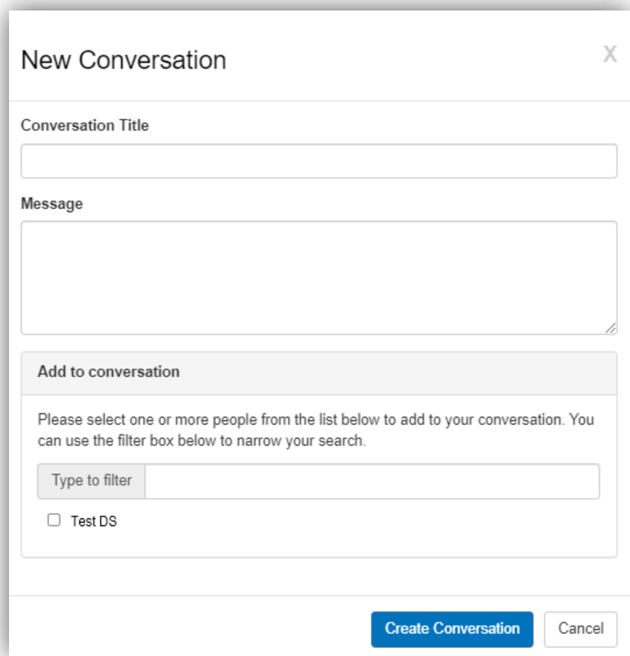
To access the Messaging tool, select 'Messaging' from the navigation menu.



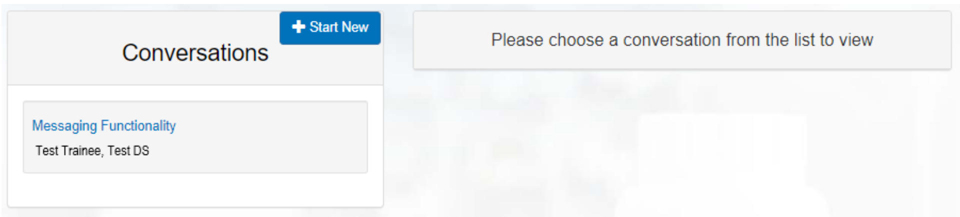
You will be taken to the 'Conversations' summary page. To start a new conversation, select the 'Start New' button on the Conversations panel.



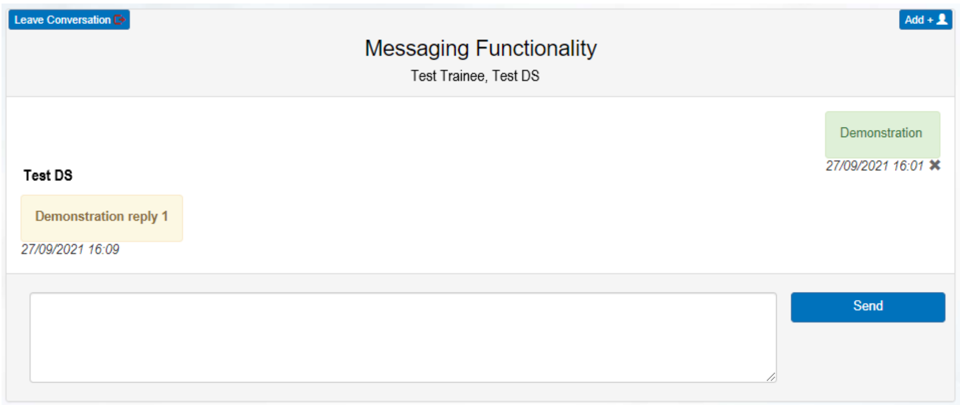
The 'New Conversation' form will appear. Complete the required fields as instructed.



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

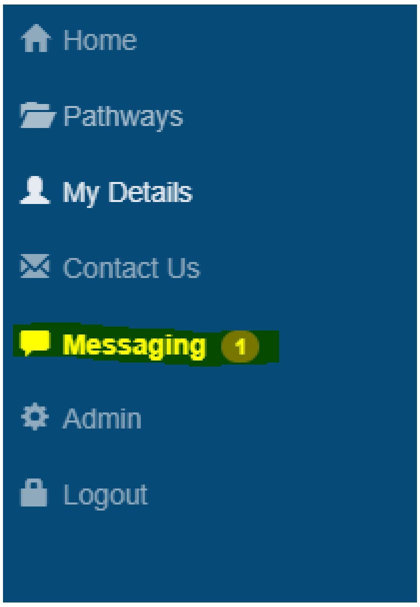


By clicking on the conversation in the ‘Conversations’ panel, users can see all messages that have been sent within that conversation and send new messages to other users.

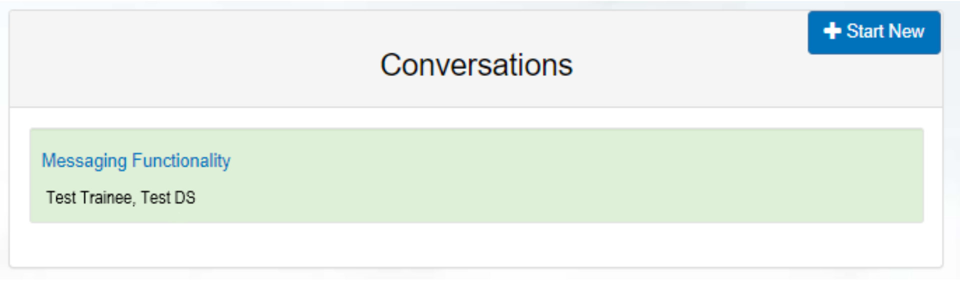


Users can add new participants into a conversation, or leave a conversation using the buttons at the top of the message panel

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

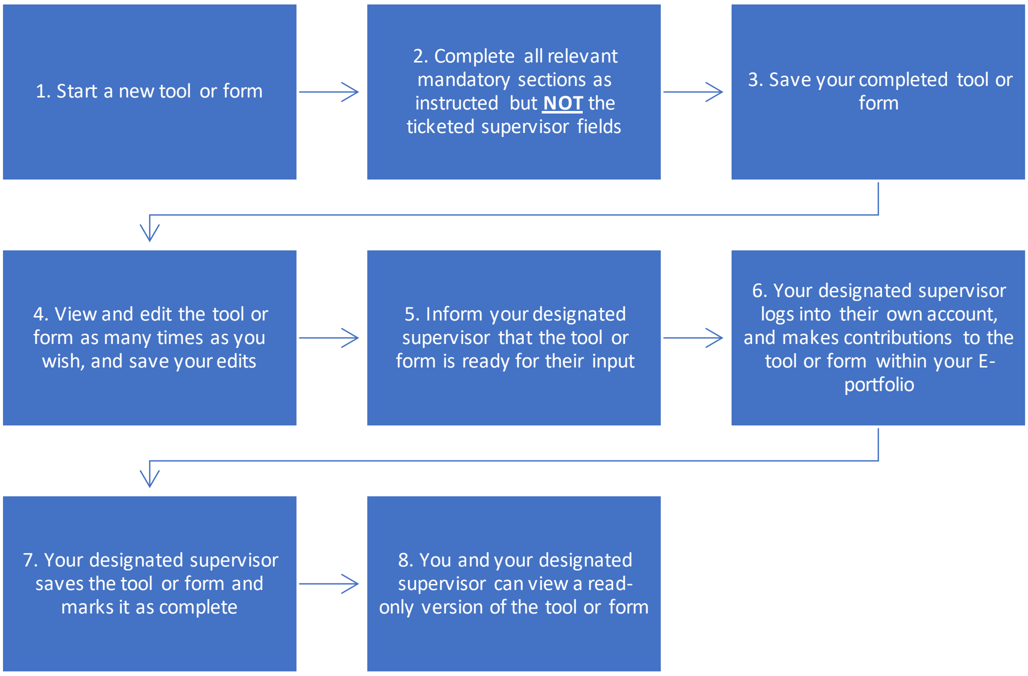
ii. Upload process

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 <u>not</u> 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)

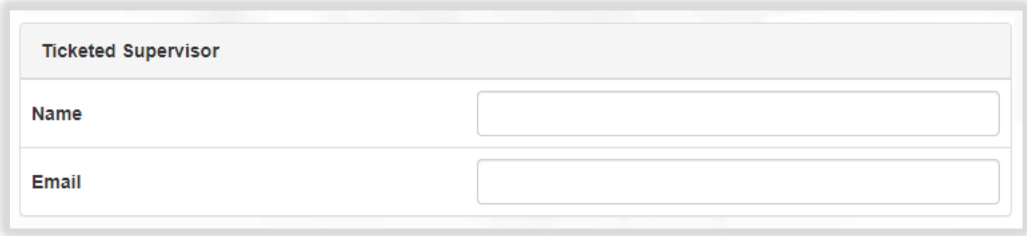
This process is for you to seek feedback from a collaborator, such as a practice supervisor, who does not have their own account within the E-portfolio. The process is known as a ticket, e-ticket, or e-ticketing.

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:

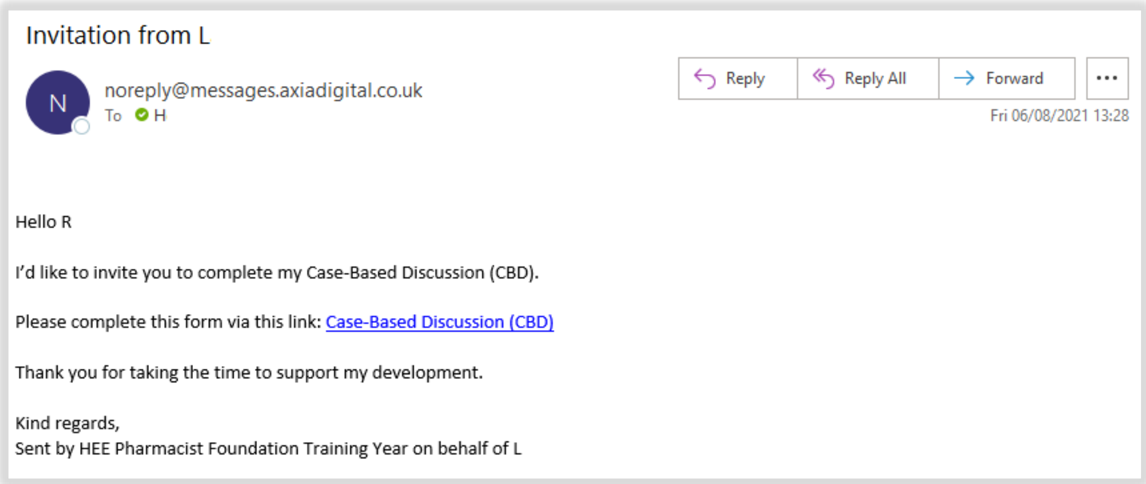
1. Start a new tool or form
2. Complete all relevant mandatory sections as instructed **PLUS** the ticketed supervisor fields
3. Save your completed tool or form
4. View and edit the tool or form as many times as you wish, and save your edits
5. Your collaborator receives an email inviting them to complete feedback for you
6. Your collaborator accesses the form or tool via the link in their e-mail, and completes relevant sections in the form or tool
7. Review the form or tool and check that your collaborator has completed their fields
8. Inform your designated supervisor that the tool or form is ready for their input
9. Your designated supervisor logs into their own account, and makes contributions to the tool or form within your E-portfolio
10. Your designated supervisor saves the tool or form and marks it as complete
11. You and your designated supervisor can view a read-only version of the tool or form

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



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.



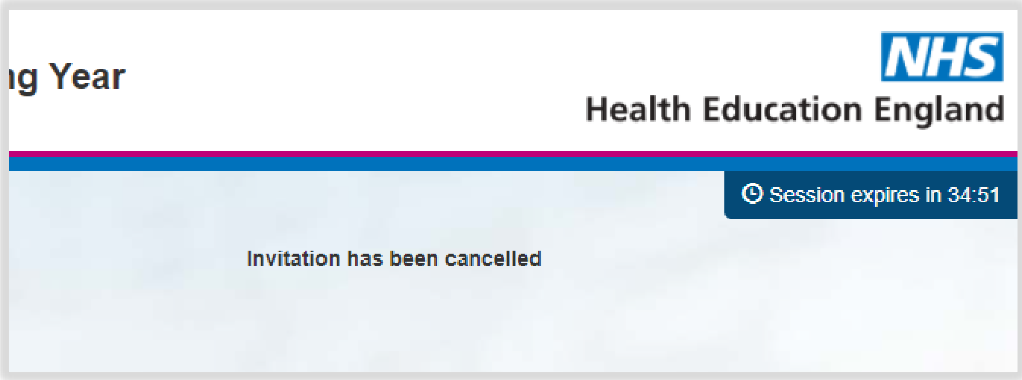
Your collaborator will have 28 days to provide feedback with the e-ticket process.

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.



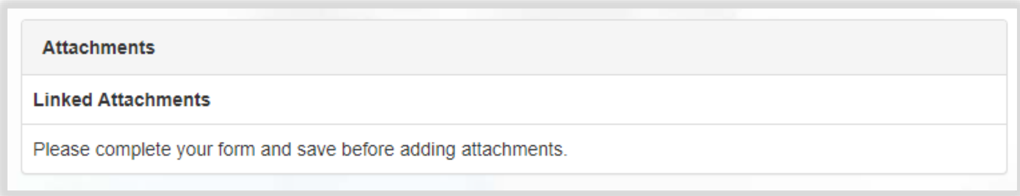
4.2 Uploads of assessment tools and forms

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.

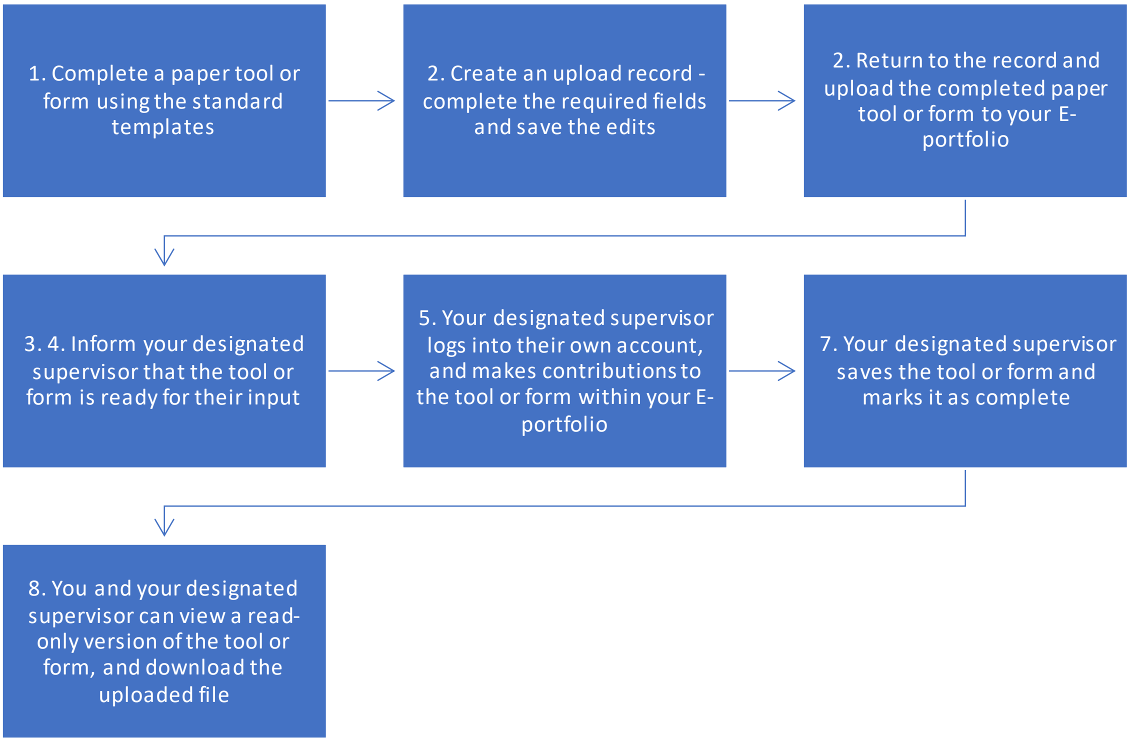
Downloadable versions of all assessment tools and forms can be found on the HEE website; also see section 13 for the full list.

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		View Edit
RA 2	20/04/2022	37 weeks	30/07/2021		View Edit
RA 3	16/06/2021		30/07/2021		View Edit

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	H n on 30/07/2021	View

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		View Edit
RA 2	20/04/2022	37 weeks	30/07/2021		View Edit
RA 3	16/06/2021		30/07/2021		View Edit

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.

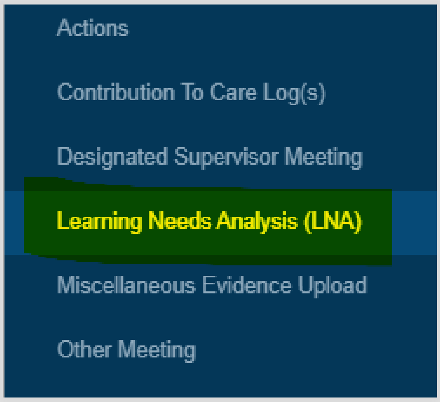
You will be prompted to set actions within the LNA which will form your PDP. We recommend that you create between 20 and 30 actions to focus your learning and development – maximum of 30 actions. This is based on completing the LNA twice in your training year. Your designated supervisor can also provide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

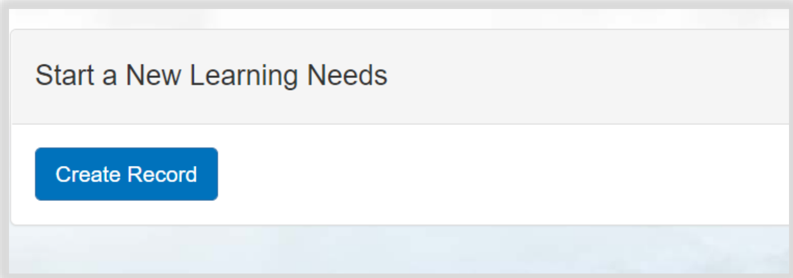
A downloadable copy of the LNA and PDP can be found here.

5.1.1 Completing a Learning Needs Analysis

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

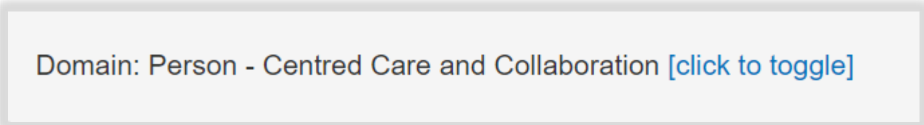


Select “Create Record” to open a new LNA.



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.



To open the domain section, select ‘click to toggle’.

Domain: Person - Centred Care and Collaboration [click to toggle]

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

The ratings are outlined below:

Trainee Rating

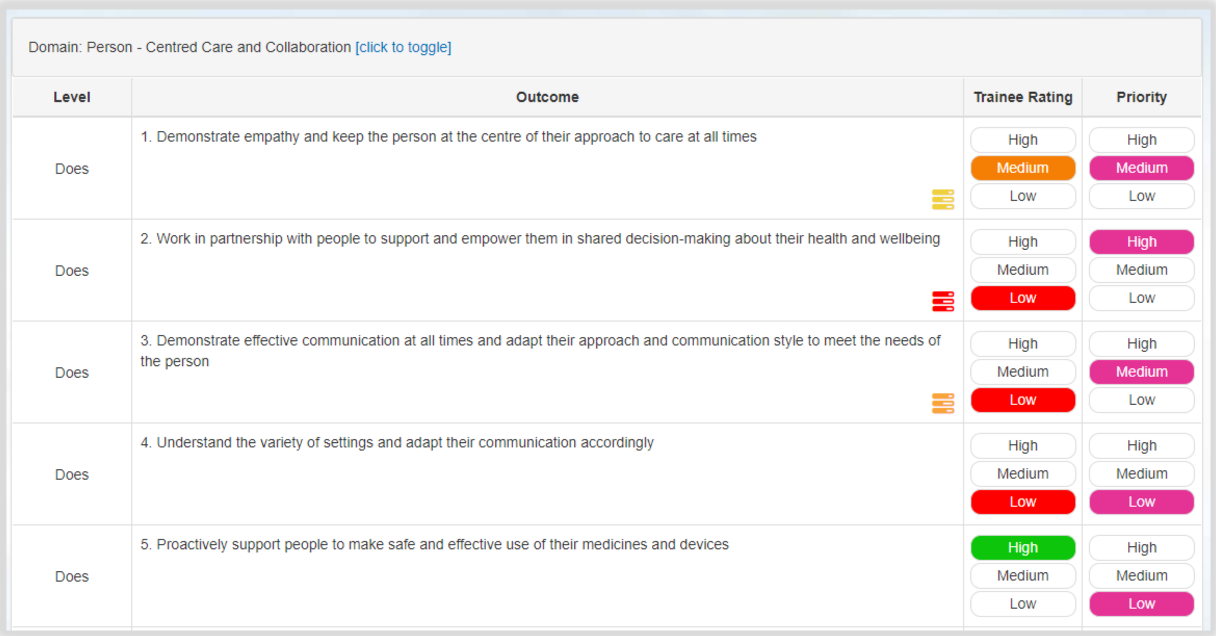
Rating	Explanation
High	I have evidence to show I have the knowledge, skills or experience needed to consistently demonstrate this learning outcome at the required level.
Medium	I have the knowledge, skills, or experience but have not had the opportunity to fully demonstrate at the required level. I 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.

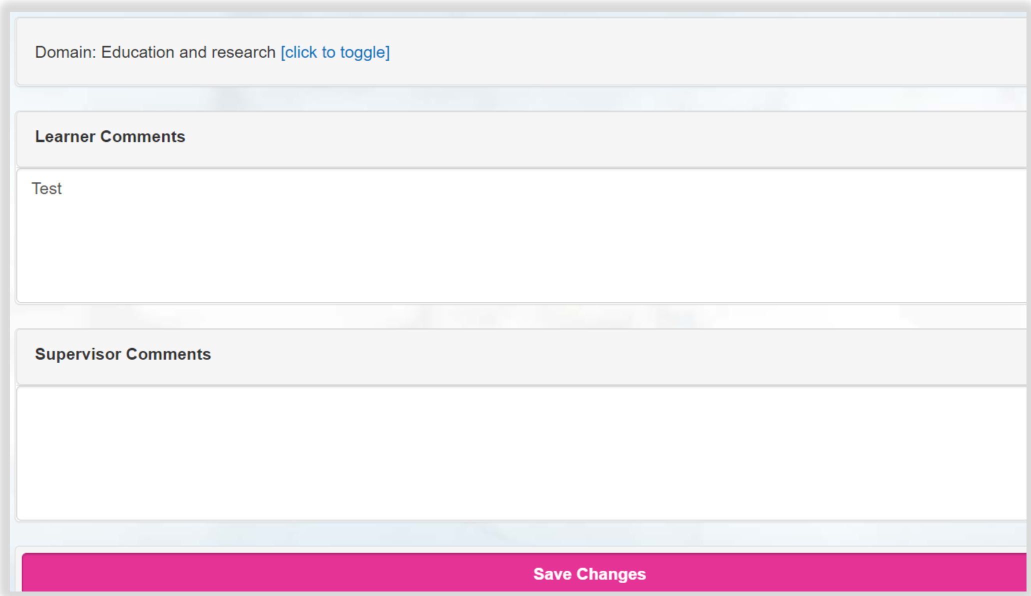
Outcomes that require further development are highlighted by a PDP **action** icon . Full details of all icons can be found in the table in **section 4.2**.



Domain: Person - Centred Care and Collaboration [click to toggle]

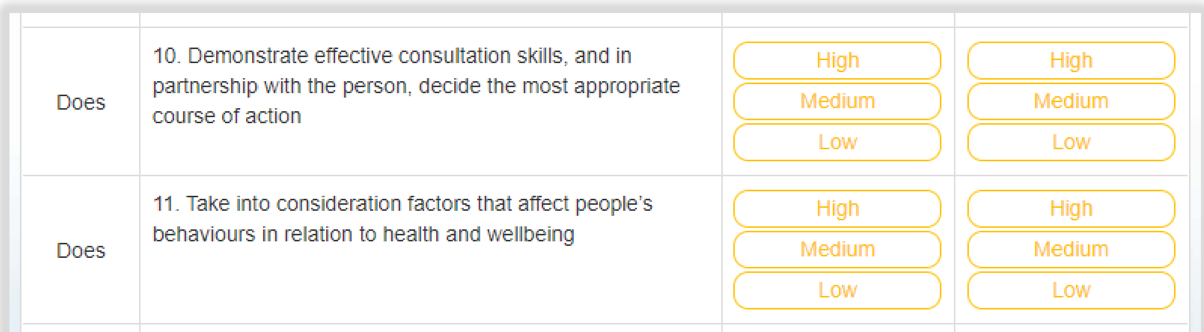
Level	Outcome	Trainee Rating	Priority
Does	1. Demonstrate empathy and keep the person at the centre of their approach to care at all times	High Medium Low	High Medium Low
Does	2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing	High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

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



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.



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 **action**)	Create task
	Medium ability – High relevance rating (Priority 2 **action**)	Create task
	Low ability – Medium relevance rating (Priority 3 **action**)	Create task
	Medium ability – Medium relevance rating (Priority 4 **action**)	Create task
	Low ability – High relevance rating (Priority 1 **task**)	View and edit task
	Medium ability – High relevance rating (Priority 2 **task**)	View and edit task
	Low ability – Medium relevance rating (Priority 3 **task**)	View and edit task
	Medium ability – Medium relevance rating (Priority 4 **task**)	View and edit task
	Task completed	View task

5.1.3 Creating and managing tasks

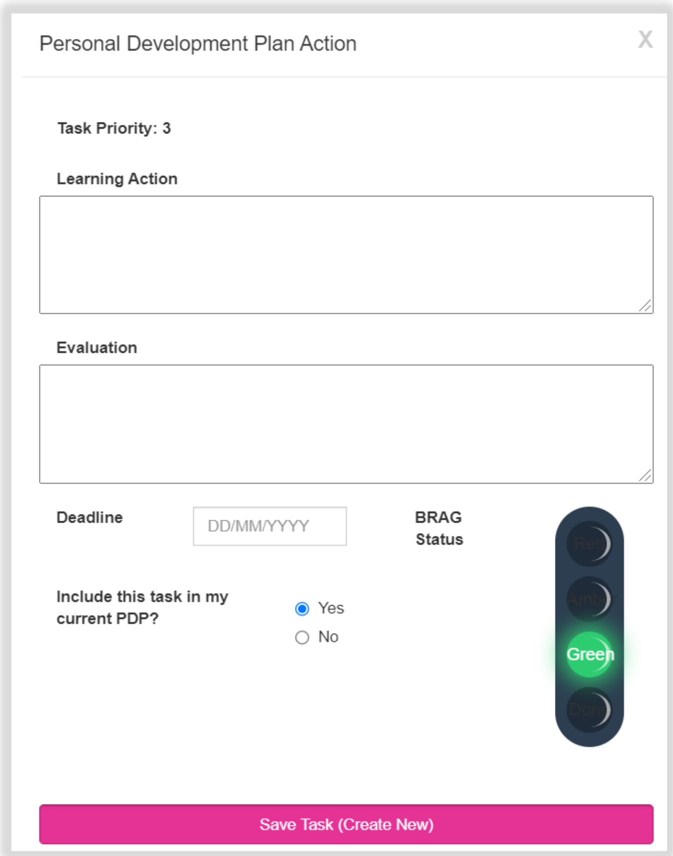
Clicking on the action icon will enable you to create a task. You should create a learning action and decide the deadline by when it will be achieved. The evaluation field is to be filled in once you have carried out the action.

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

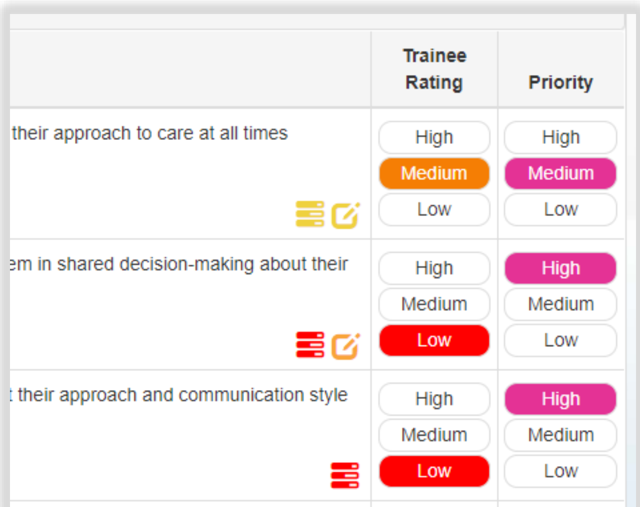
To do this, click on the traffic light icon and select your status.

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)".



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.

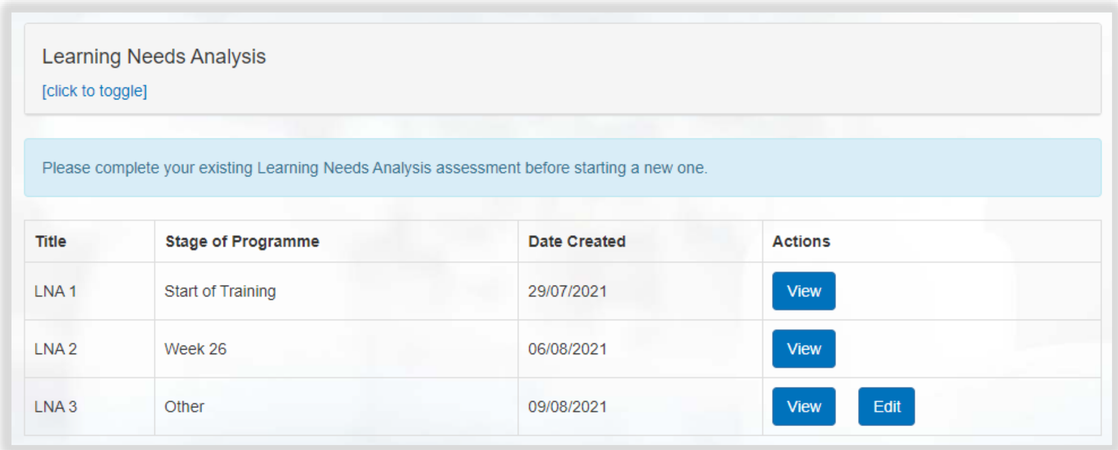


If you have chosen to include the task in your current PDP, it will be saved under the 'Personal Development Plan (PDP) area on the navigation menu. For more information about the PDP, see section 4.2.

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.



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.

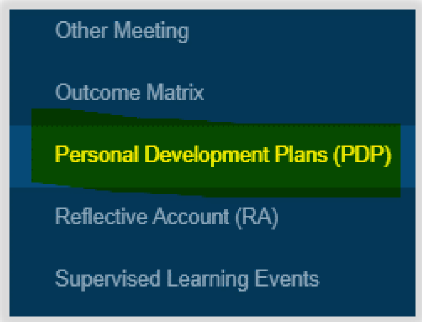
5.2 Personal Development Plan (PDP)

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).

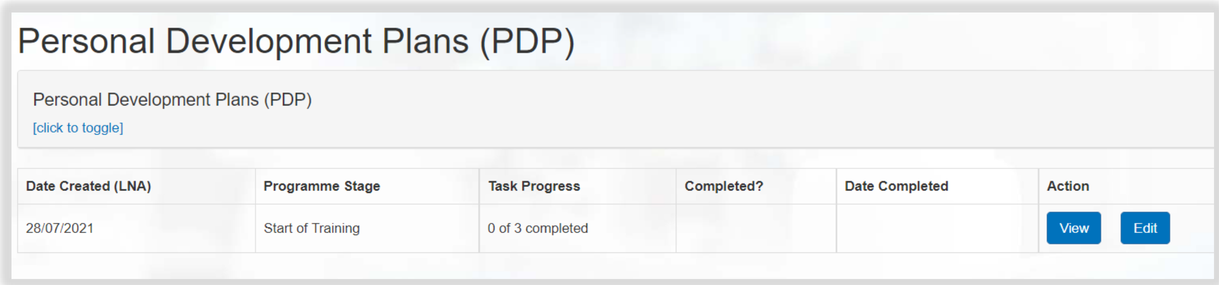
A new PDP will be created for each LNA that is completed. Your designated supervisor will sign off your PDP, once they are satisfied that you’ve completed all necessary actions.

5.2.1 Reviewing your Personal Development Plan

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

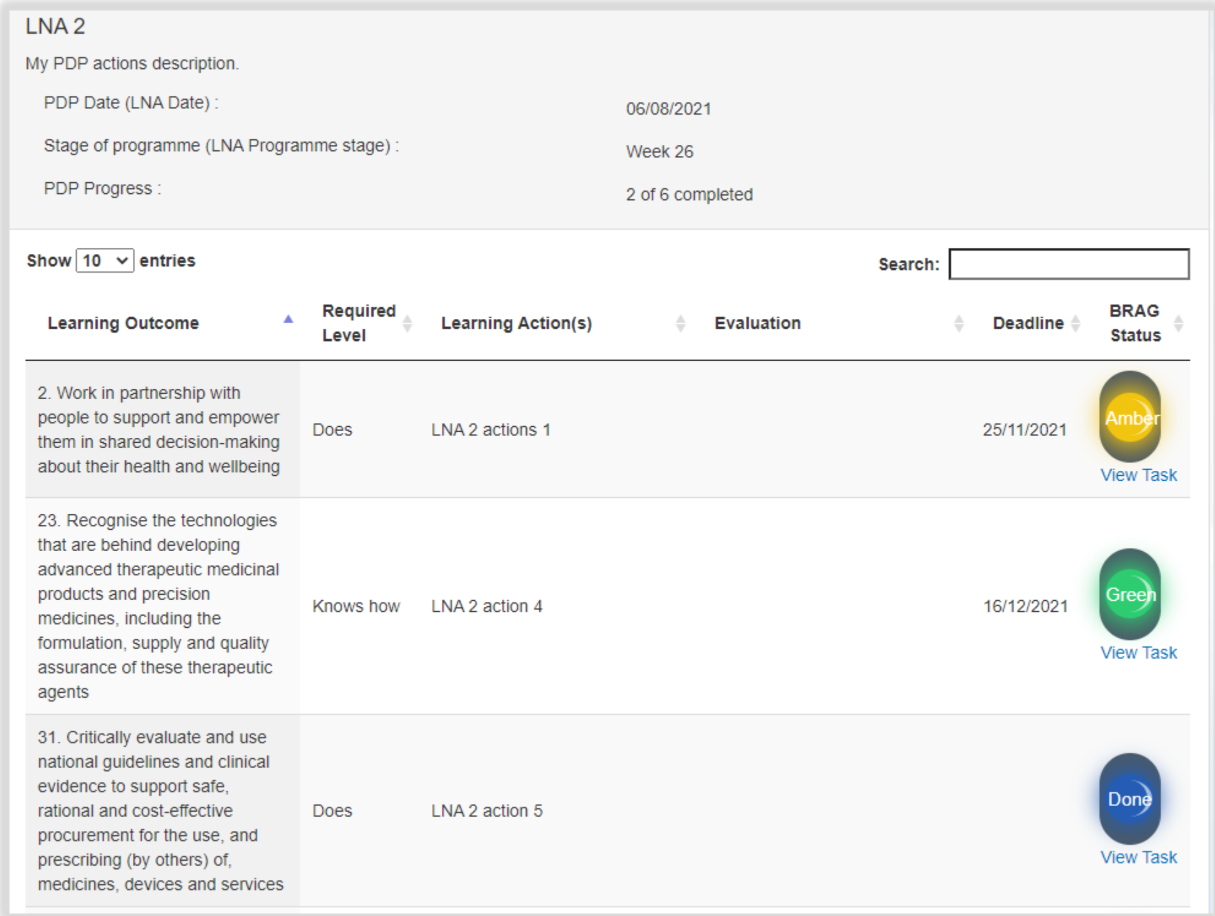


Your PDP will appear. You do not have to create a new PDP as one is automatically generated when you create actions within your LNA.



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

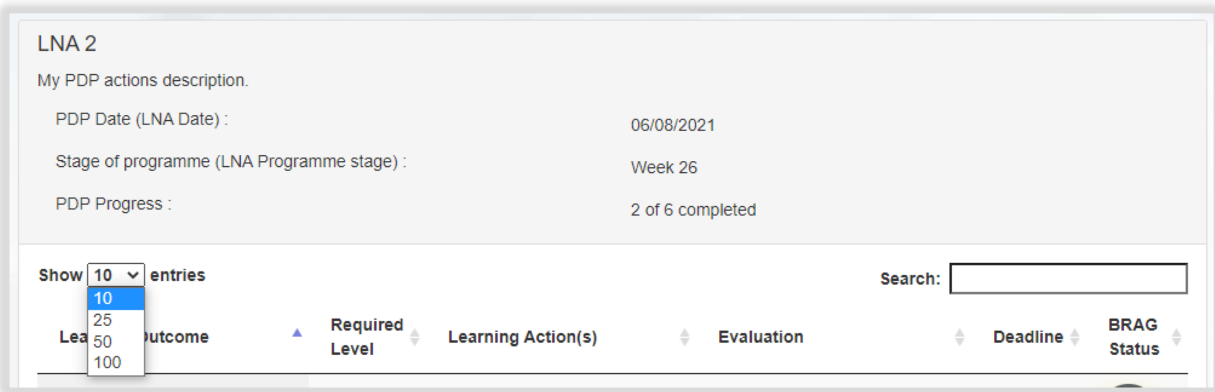
Stage of programme (LNA Programme stage) : Week 26

PDP Progress : 2 of 6 completed

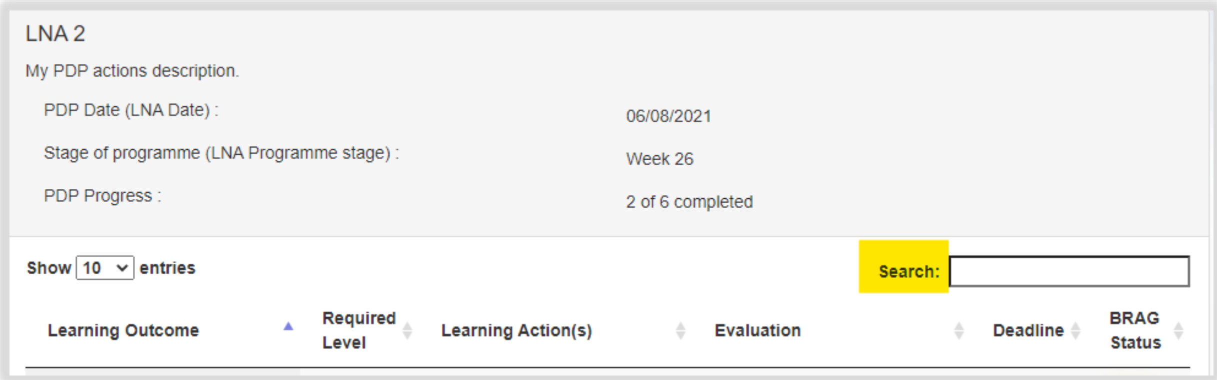
Show 10 entries Search:

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	Amber 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	Green 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			Done View Task

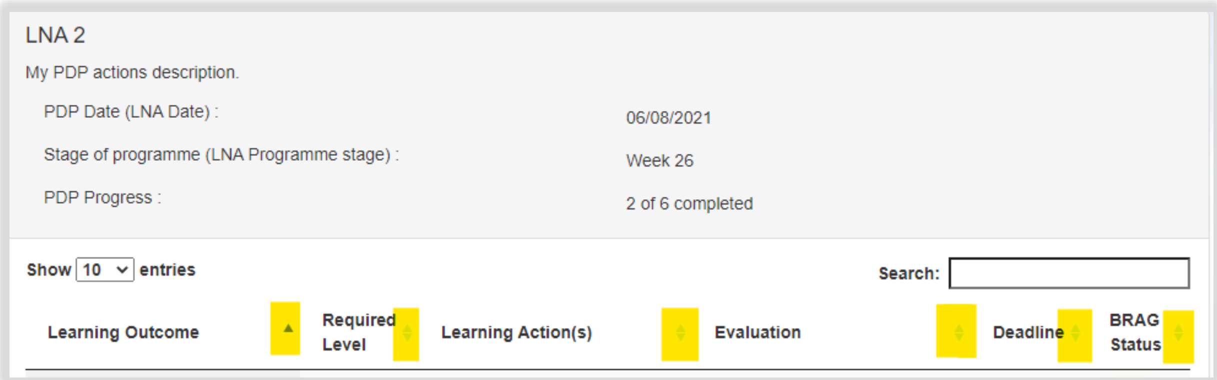
You can choose to view more action items on a page by selecting “Show” and selecting the number of items you want displayed from the drop-down list.



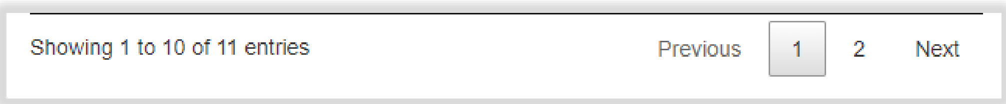
You can search for actions by typing in text in the search field.



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

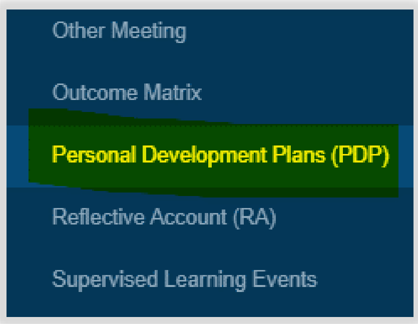


To view more actions on subsequent pages, use the page options at the bottom of the screen

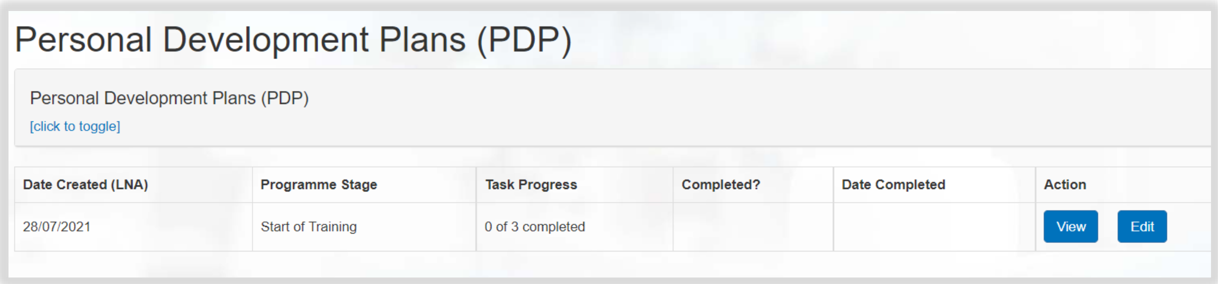


5.2.2 Editing your Personal Development Plan

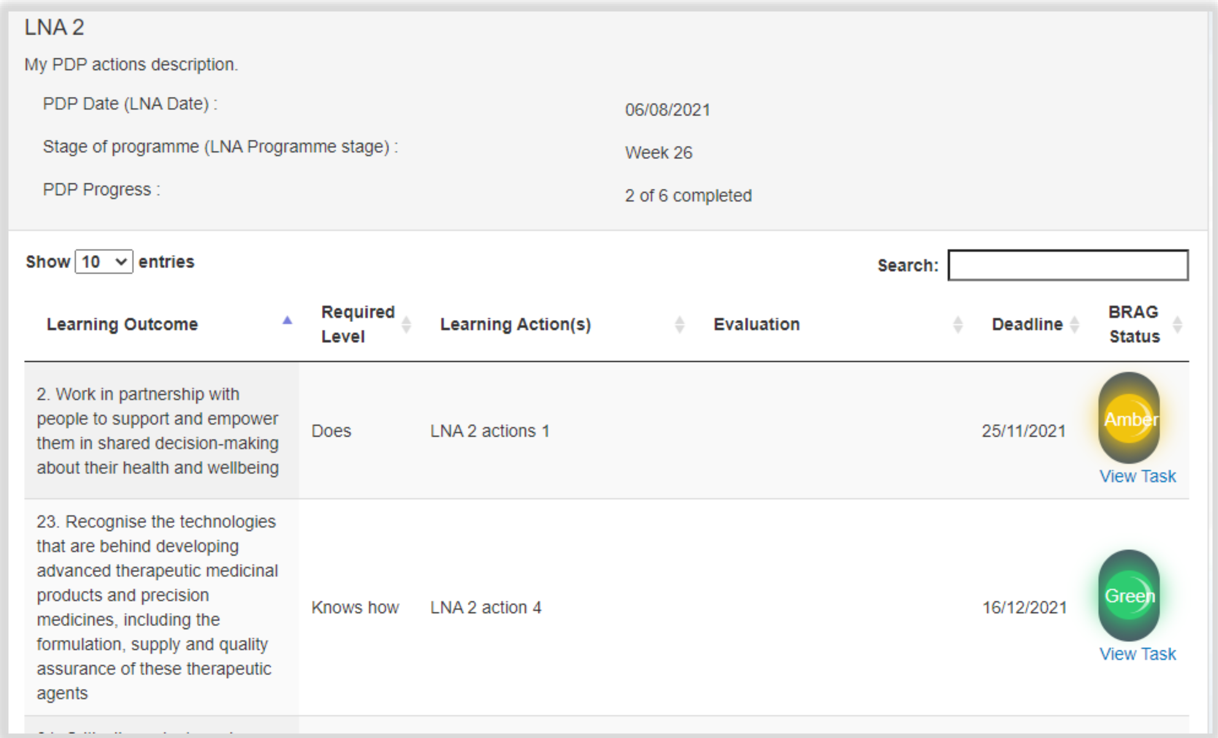
To access your PDP, select 'Personal Development Plans (PDP)' from the navigation menu.



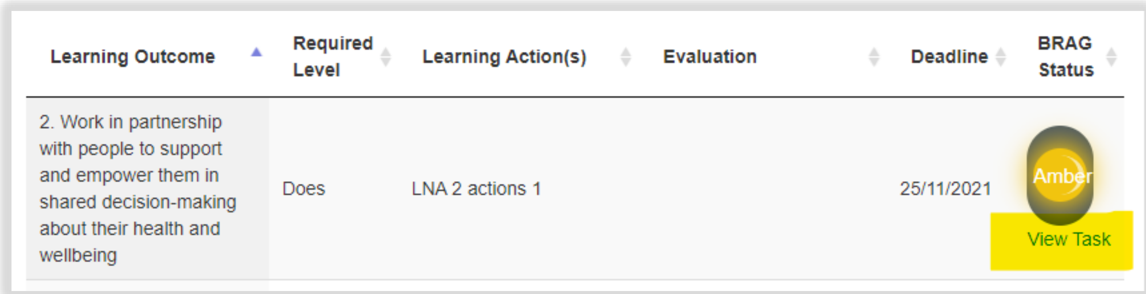
Your PDP will appear. You do not have to create a new PDP as one is automatically generated when you create actions within your LNA.



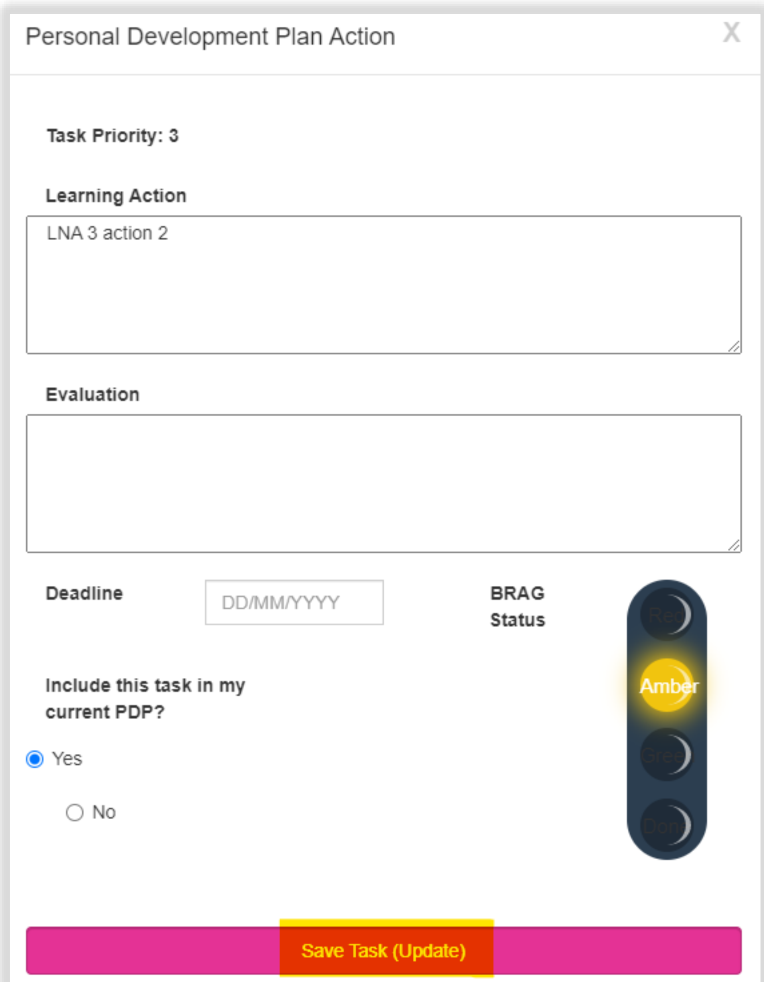
To edit your 'PDP' click "Edit". Your PDP will appear



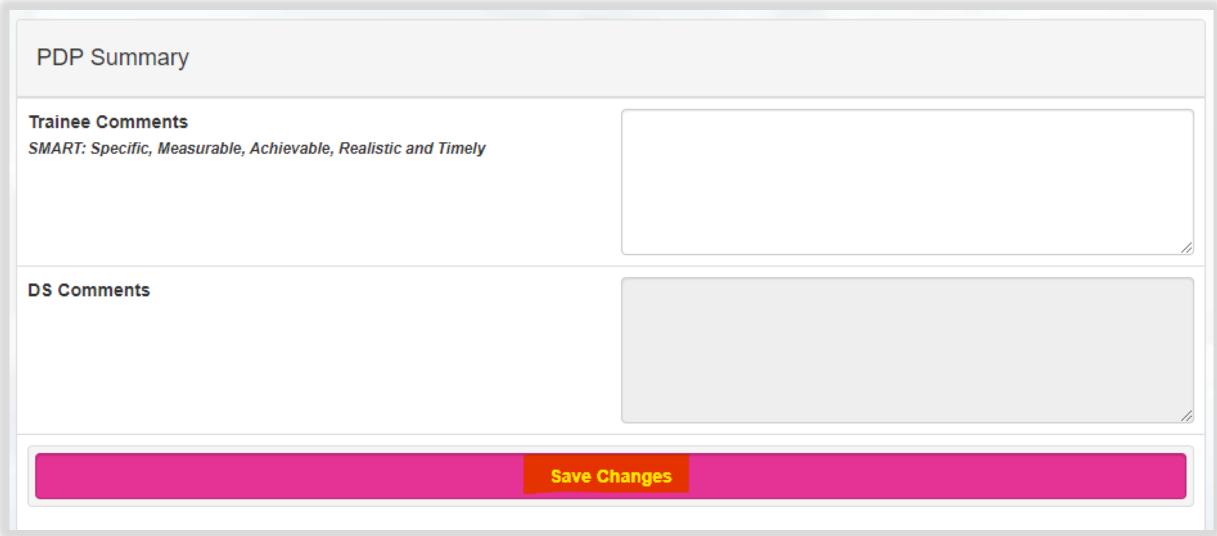
You can edit individual tasks by selecting 'View Task'.



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

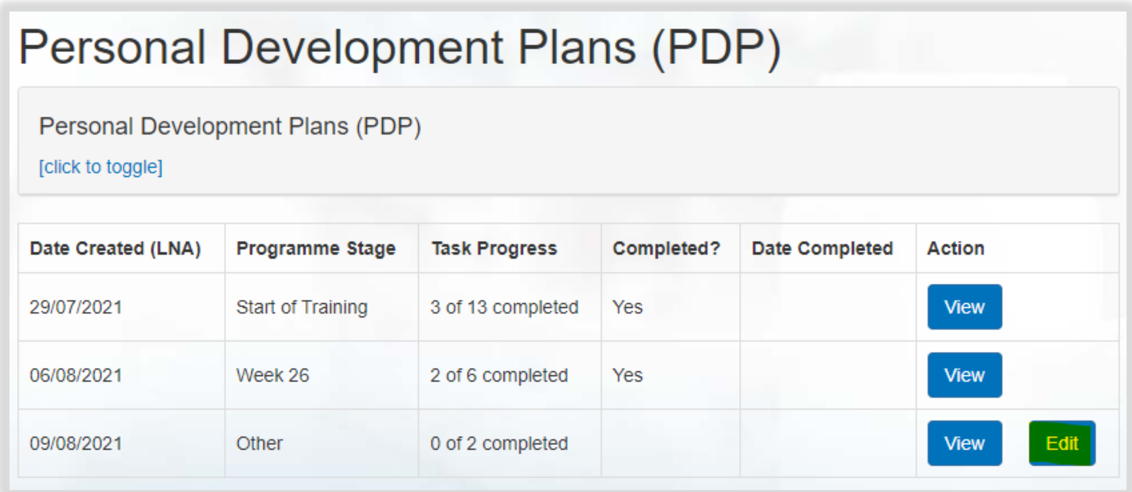


Once you have made relevant edits to the tasks, ensure you add some comments to the trainee comments fields at the bottom of the screen.



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.



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:

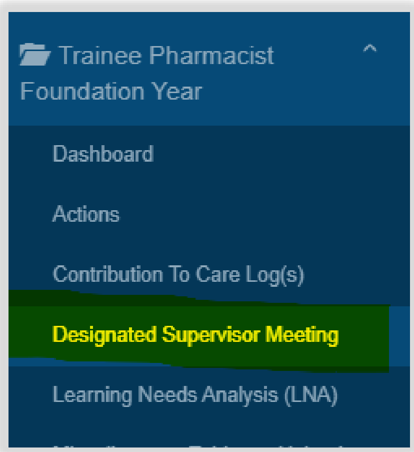
a. Designated supervisor meeting form
b. Foundation Training Progress Report form
c. Other meetings form

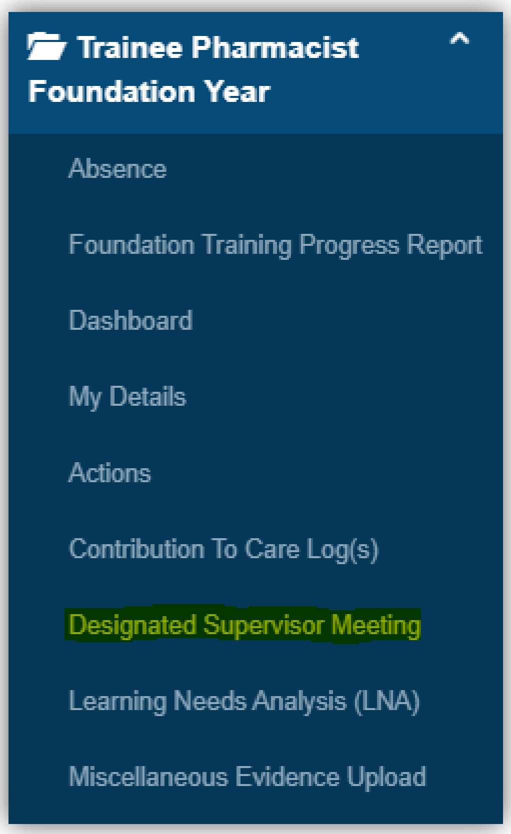
6.1 Designated Supervisor Meeting

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.

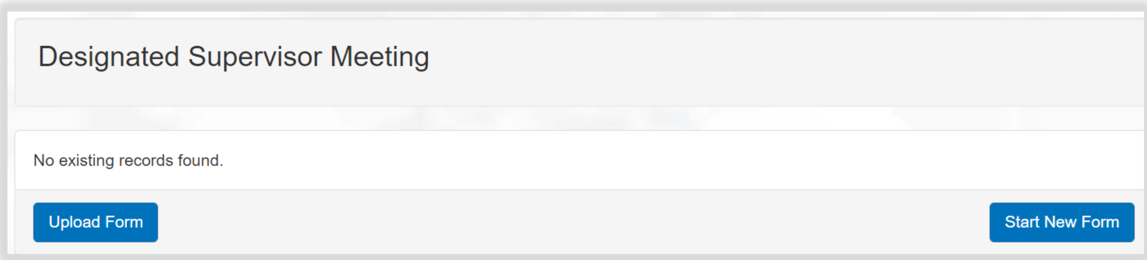
6.1.1 Creating and completing a Designated Supervisor Meeting form

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

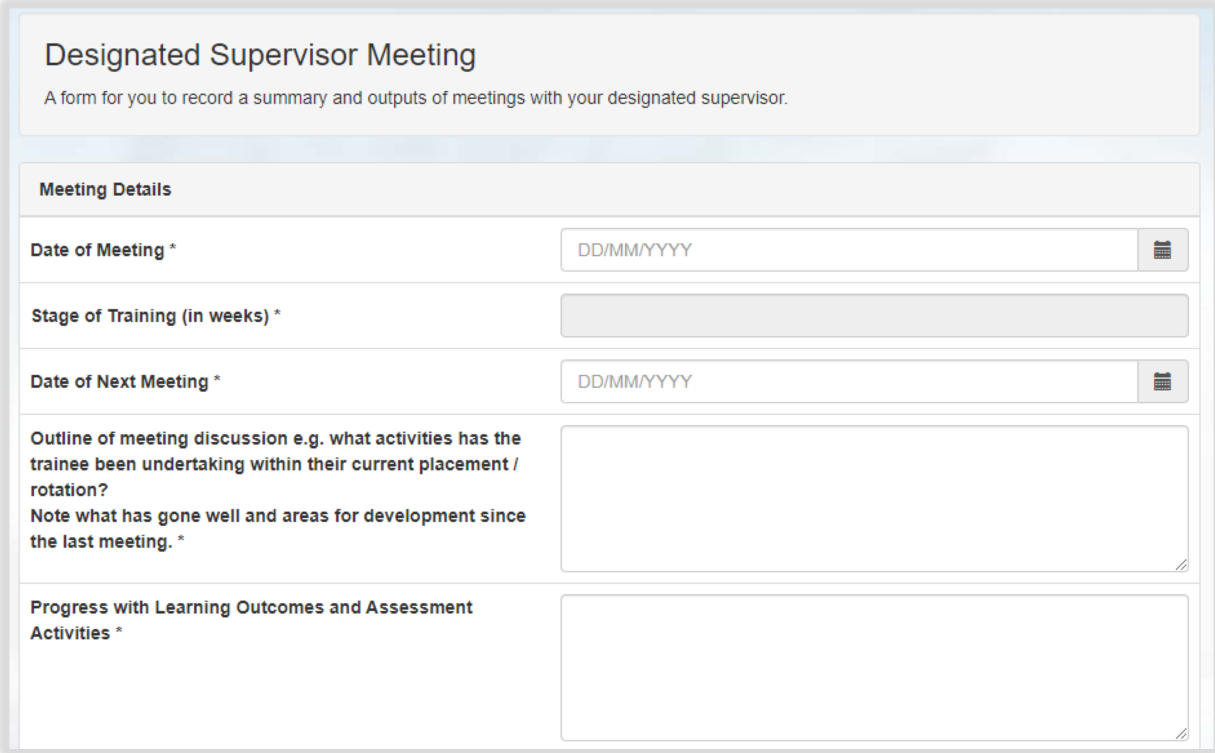




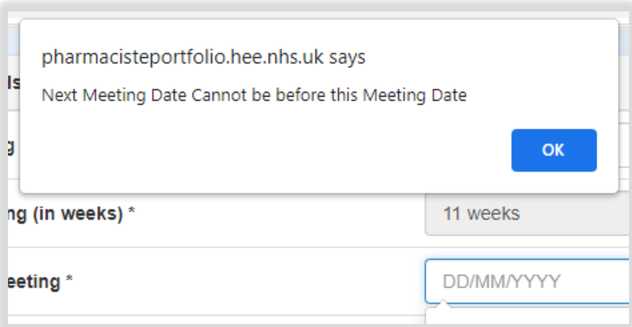
Select "Start New Form" to create a new record.


Designated Supervisor Meeting
No existing records found.
Upload Form
Start New Form

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



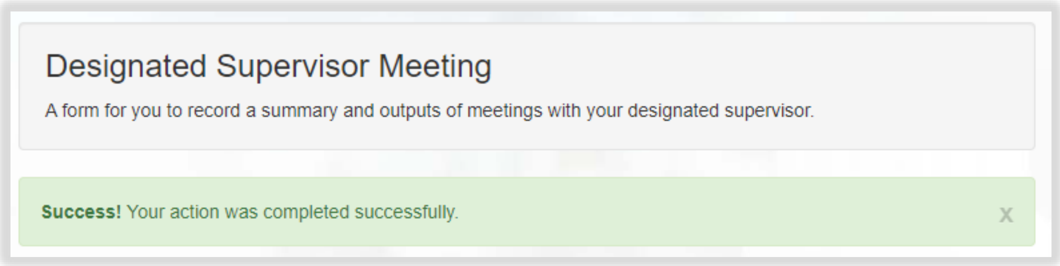
NOTE: The ‘Date of Next Meeting’ field should be a date after the ‘Date of Meeting’. If you try to enter an earlier date you will receive a pop-up message informing you of this.



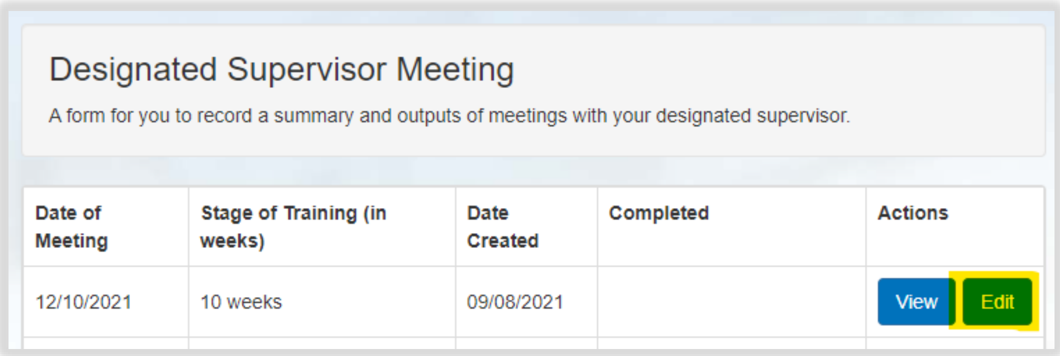
When you have completed all the required fields, select “Create Record”.

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.



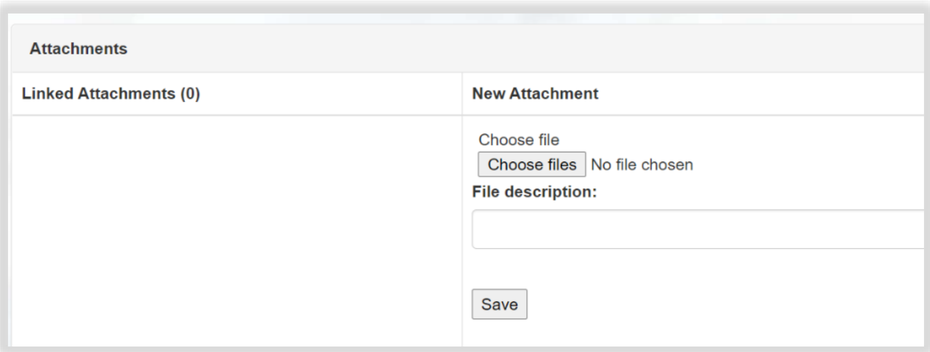
You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your meeting, select “Edit” to view the record you have just created and upload a file.


Designated Supervisor Meeting

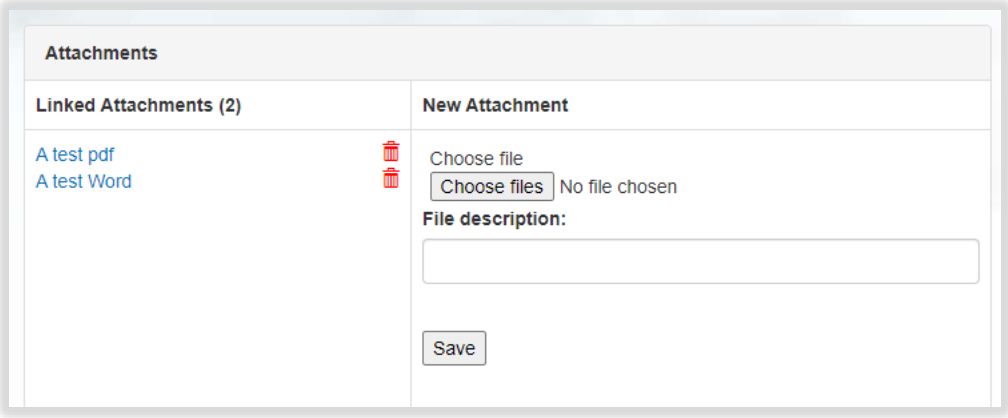
A form for you to record a summary and outputs of meetings with your designated supervisor.

Date of Meeting	Stage of Training (in weeks)	Date Created	Completed	Actions
12/10/2021	10 weeks	09/08/2021		View Edit

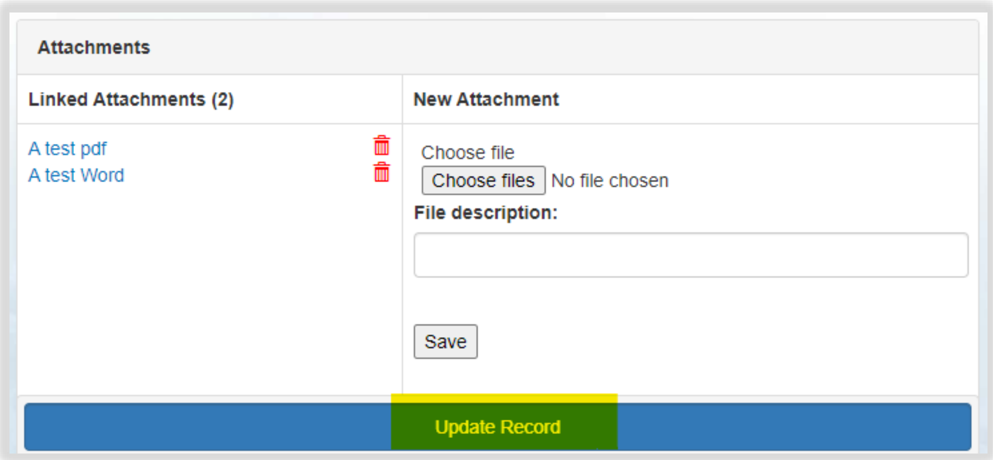
Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



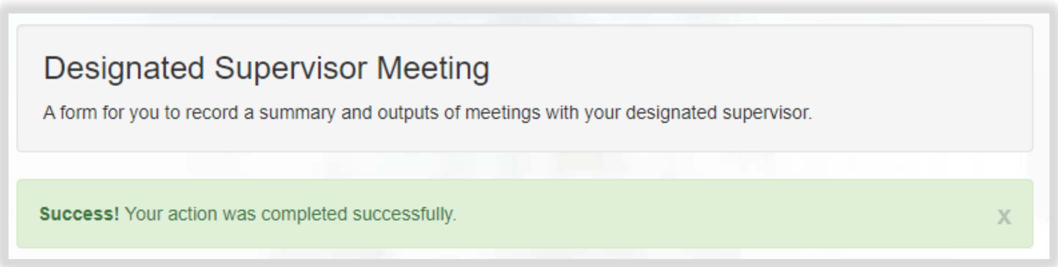
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



When you are finished editing select “Update Record”.



You will receive confirmation that the record has been updated.

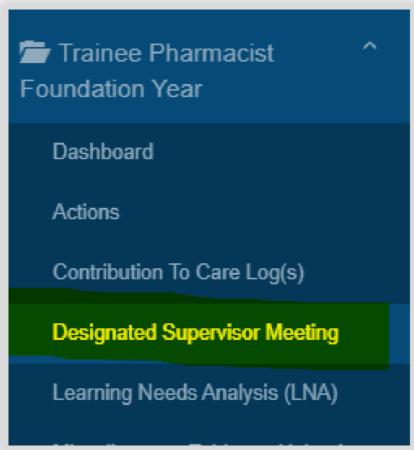


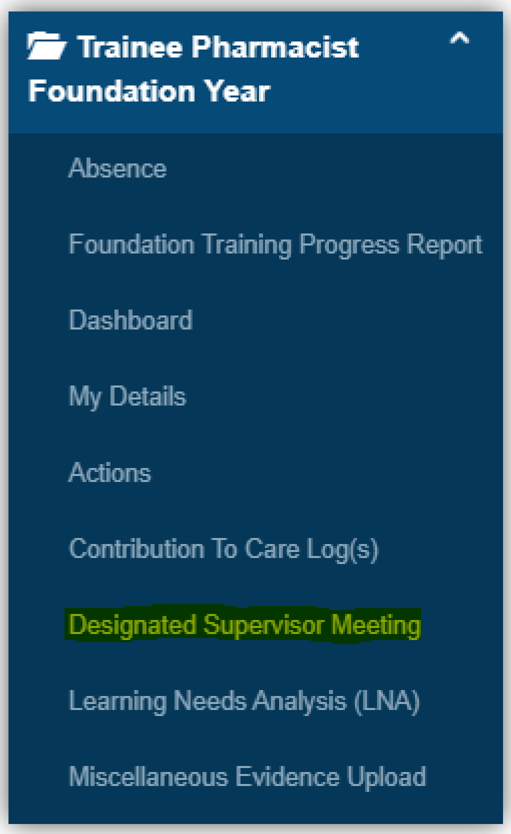
You can view and edit the form as per instructions provided in section 4.3.

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

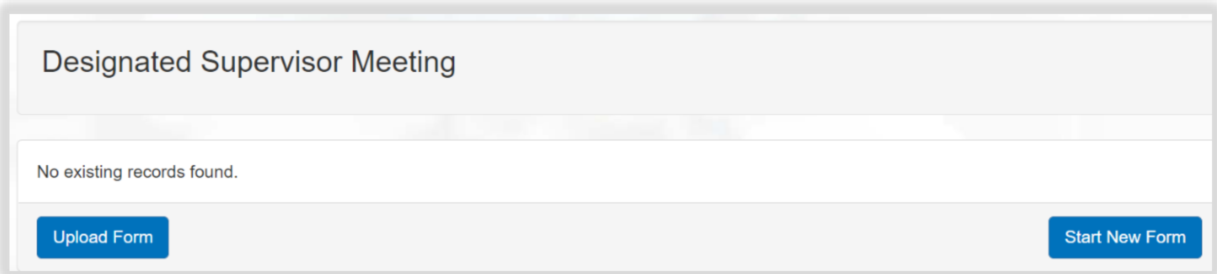
6.1.2 Uploading a Designated Supervisor Meeting form

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

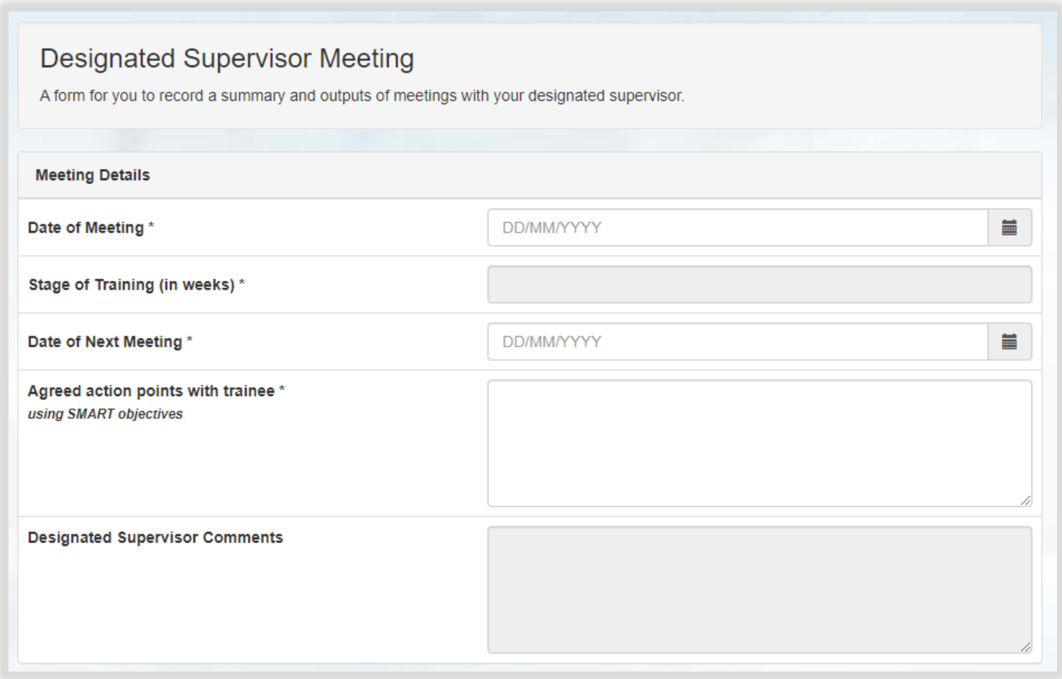




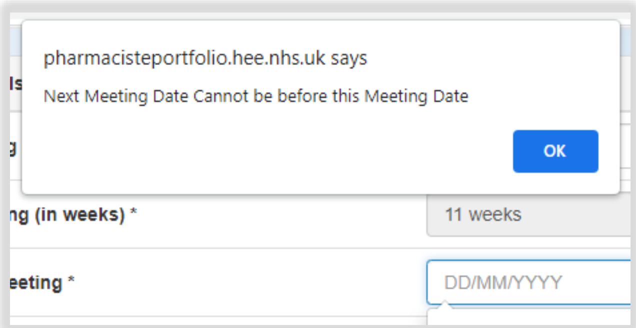
Select 'Upload Form' from the Designated Supervisor Meeting page.



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

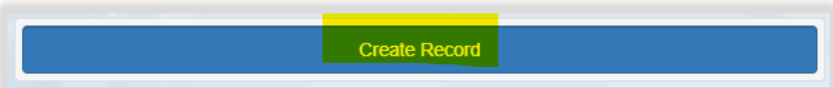


NOTE: The 'Date of Next Meeting' field should be a date after the 'Date of Meeting'. If you try to enter an earlier date you will receive a pop-up message informing you of this.

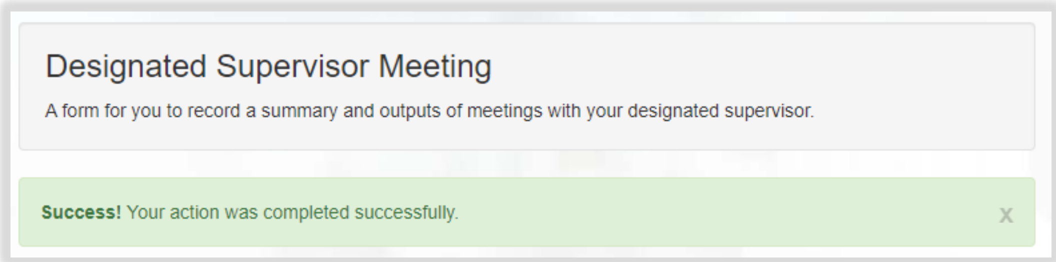


NOTE: You do not need to map Designated Supervisor meeting forms to any assessment activities or learning outcomes, and you will not see a section to map to frameworks.

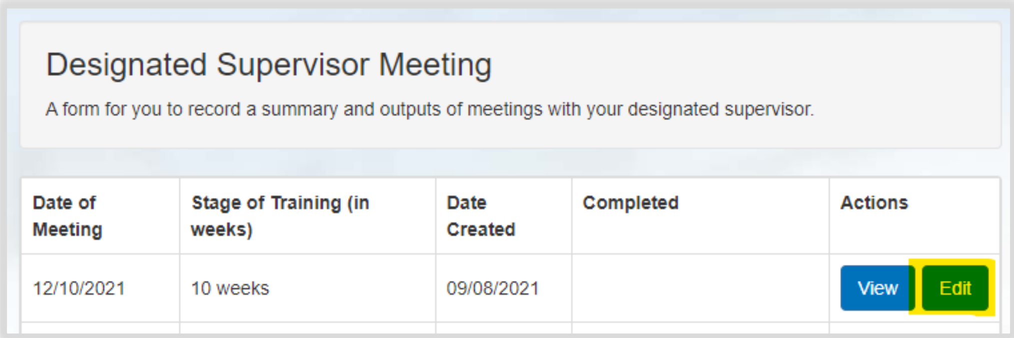
When you have completed all the required fields, select "Create Record".



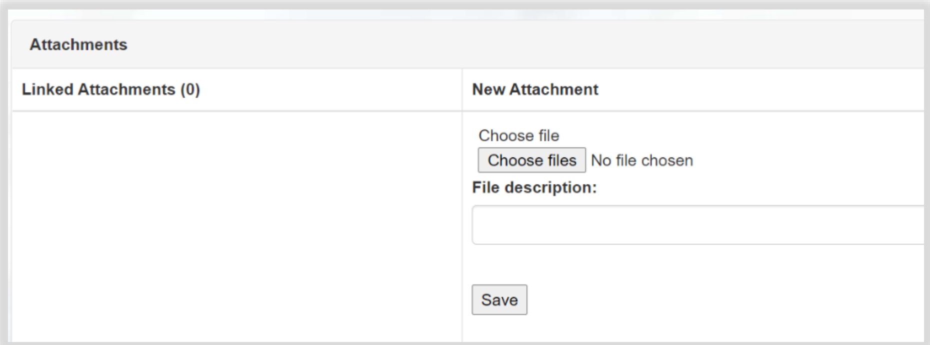
You will receive confirmation that the record has been saved and created and will be directed back to the main Designated Supervisor Meeting page.


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.
x

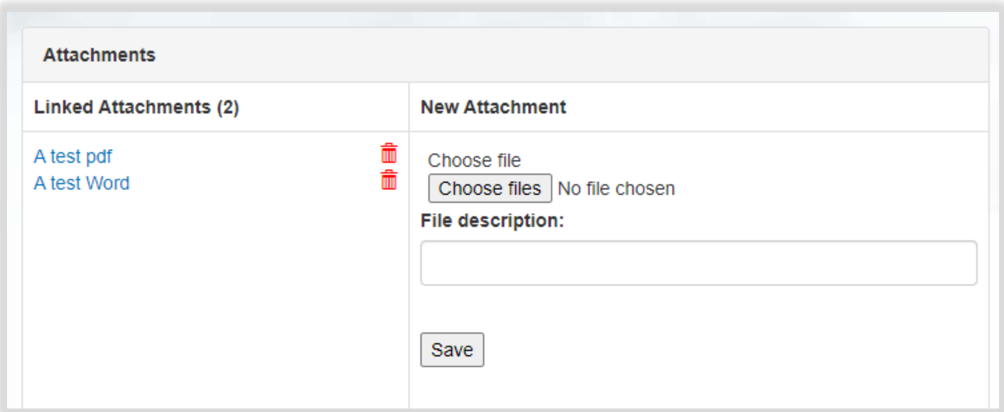
Select “Edit” to view the record you have just created and upload a file.



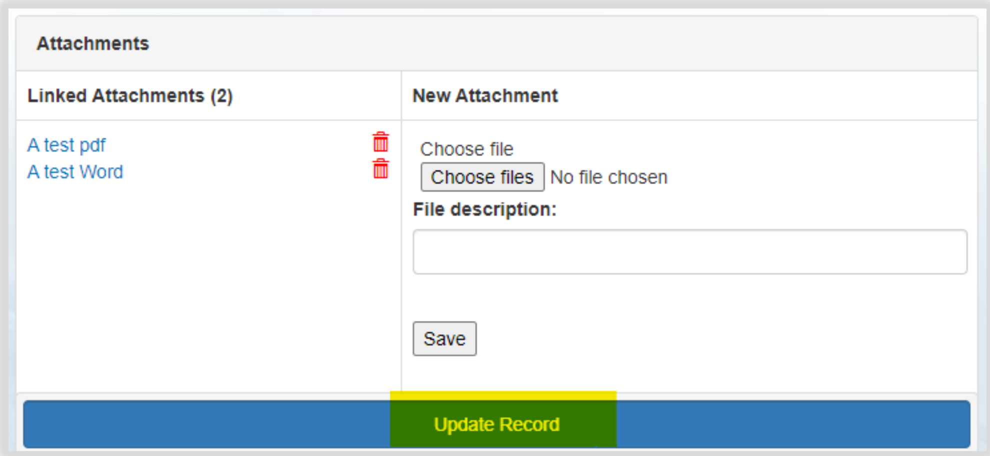
You will be able to view the record you have created with a section to now upload files. Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



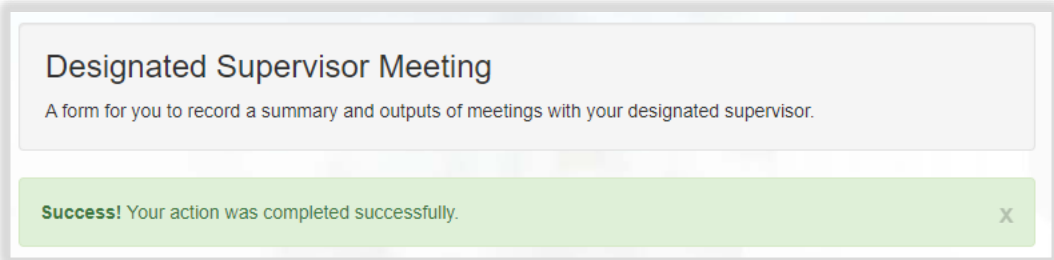
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



When you have finished editing select "Update Record".



You will receive confirmation that the record has been updated.



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.

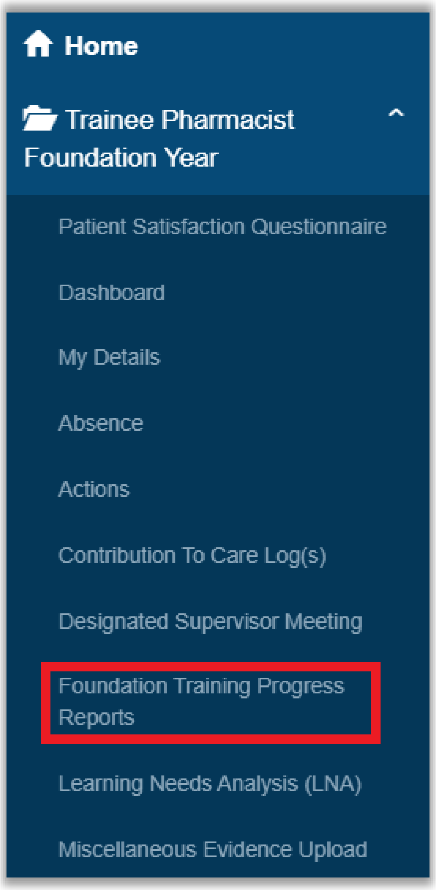
NOTE: The week 39 progress report must be completed on your MyGPhC portal and is not a downloadable form.

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

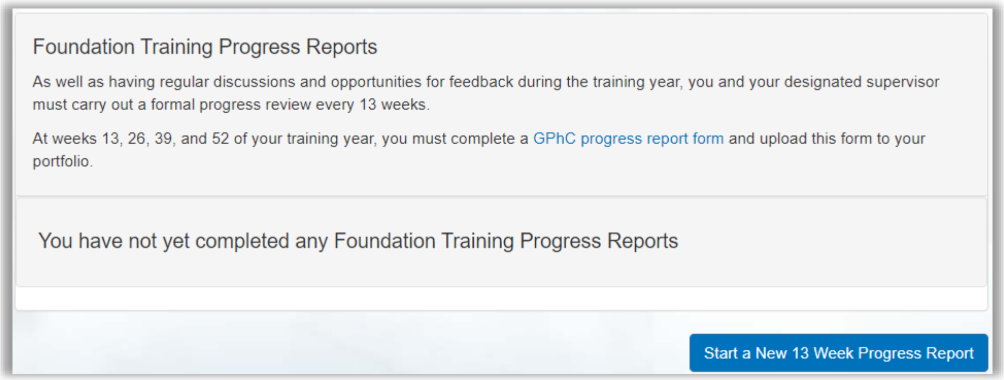
6.2.1 Creating and completing a Foundation Training Progress Report form

Week 13

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



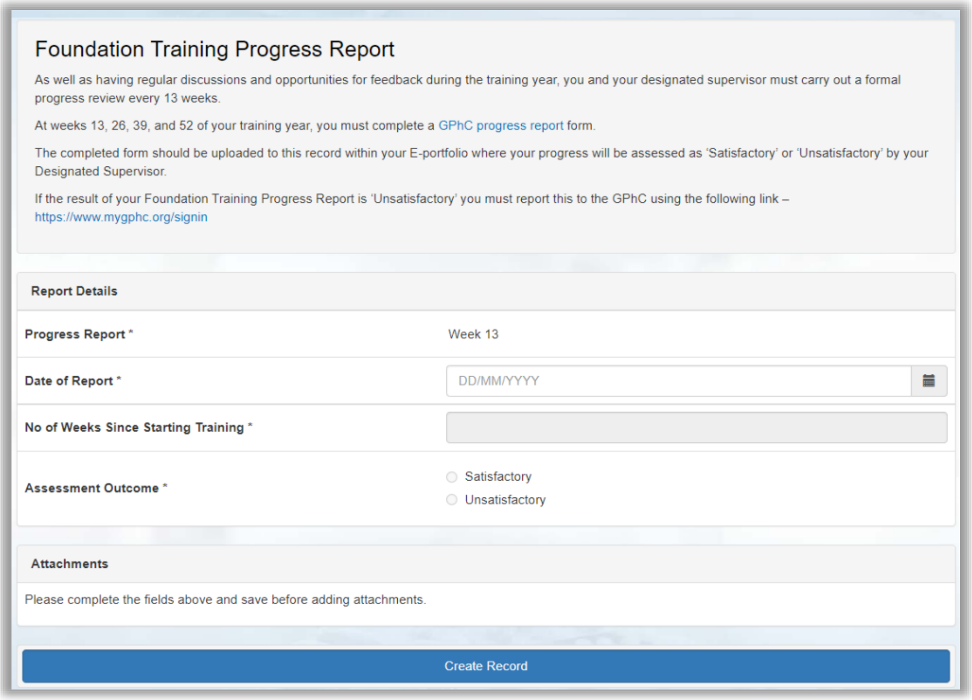
Select "Start a New Week 13 Progress Report" button to create a new record.



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.

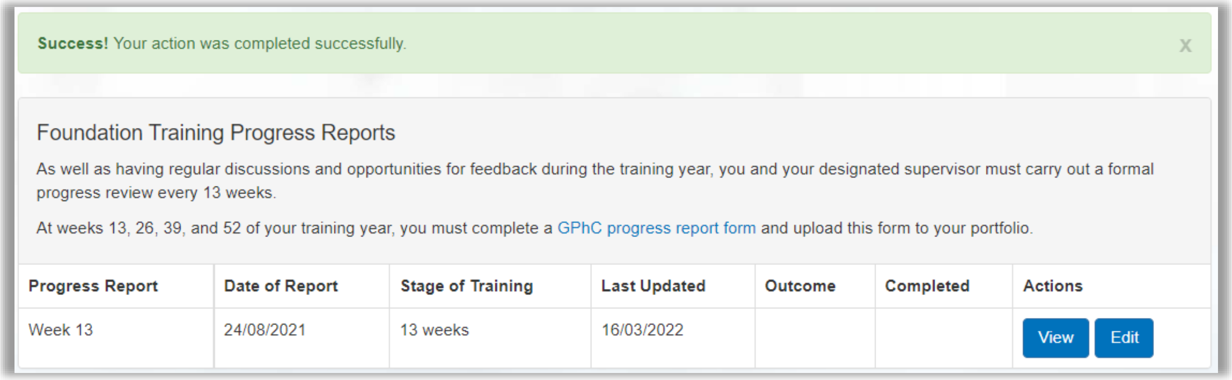
Please note that as a Trainee, you do not have permissions to award a rating for the report as this is the responsibility of your Designated Supervisor.



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

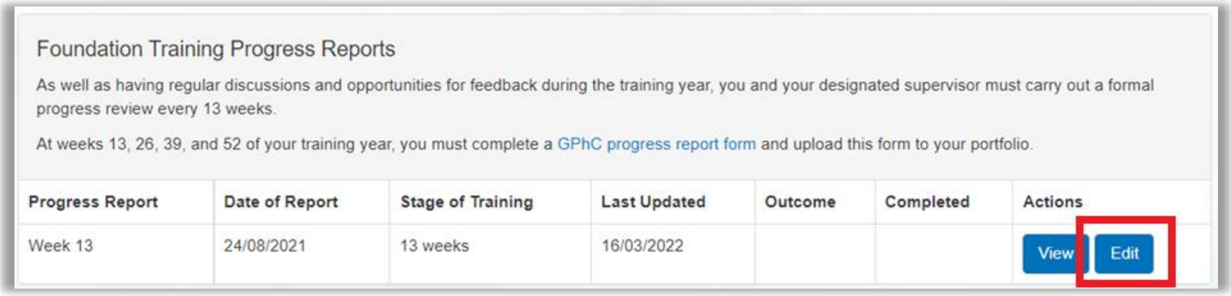
NOTE You do not need to map progress report forms to any assessment activities or learning outcomes, and you will not see a section to map to frameworks.

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

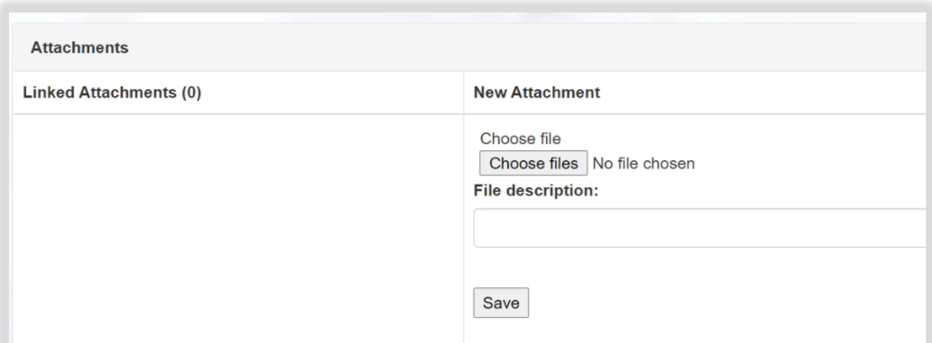


You will have noticed that you were not able to attach files when first completing the form. To upload your completed copy of the GPhC progress report form, you will need to add this as an attachment to the record you have just created. Select “Edit” to view the record you have just created and upload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

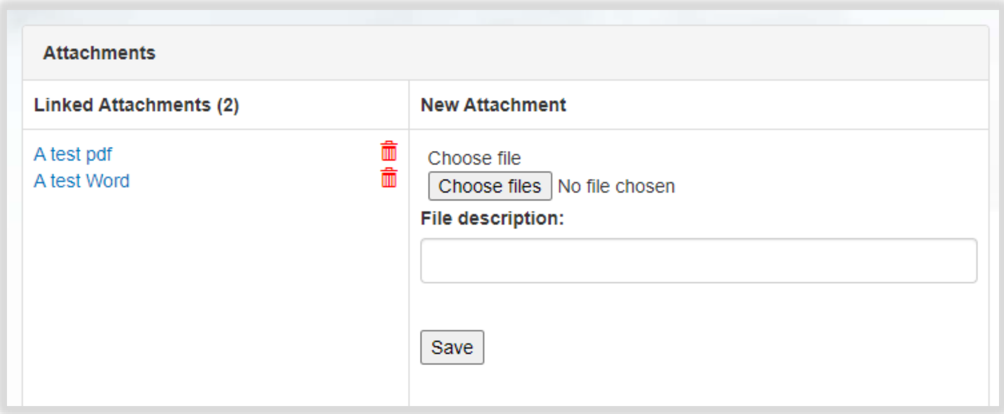
Please note that clicking “View” on this page will show you a read-only version of the form and you will not be able to amend the record while using this function.



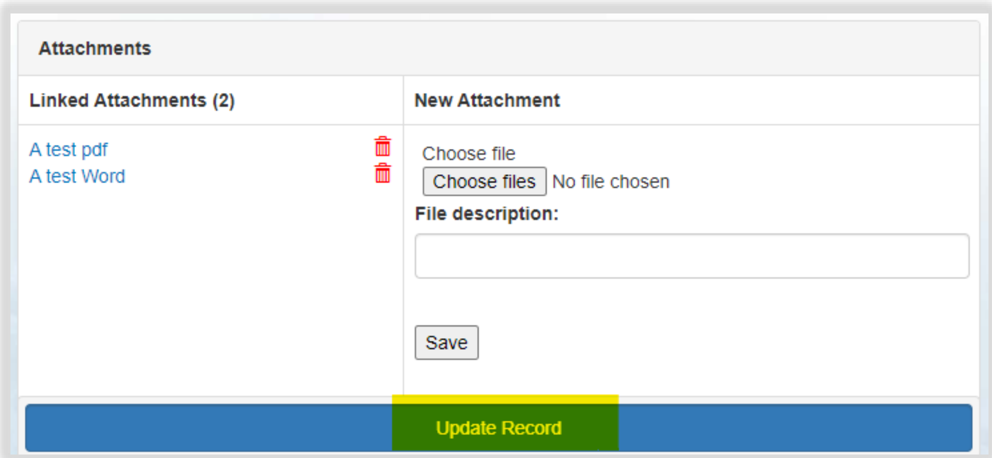
Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



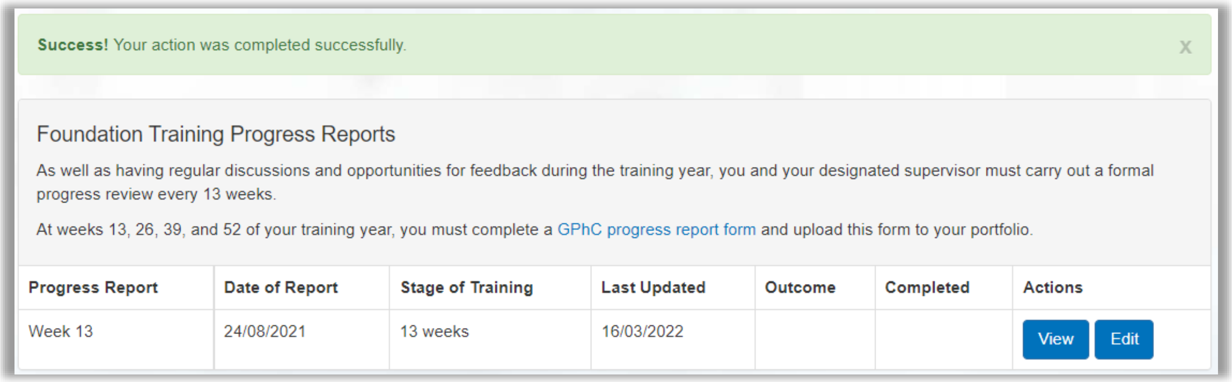
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



When you are finished editing select “Update Record”.



You will receive confirmation that the record has been updated.



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

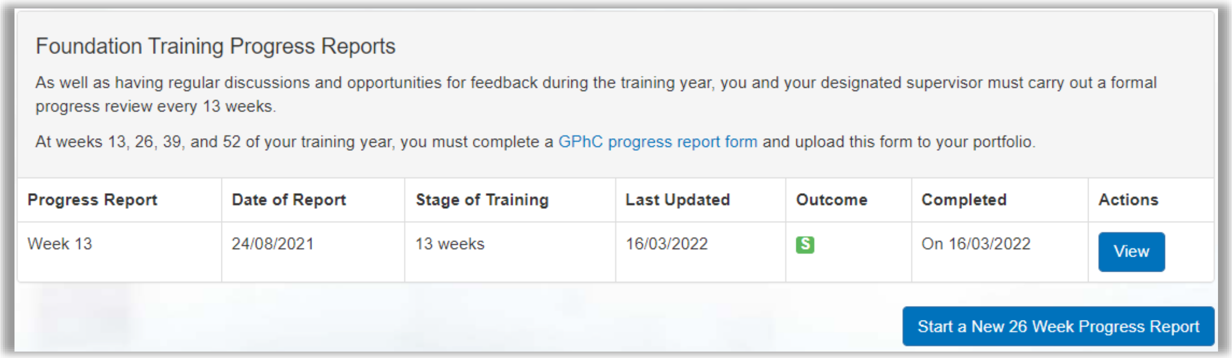
Once you have performed the above steps, your Designated Supervisor will need to access the E-portfolio to complete the record and sign it off. You should inform your Designated Supervisor once the form is ready for them to complete.

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

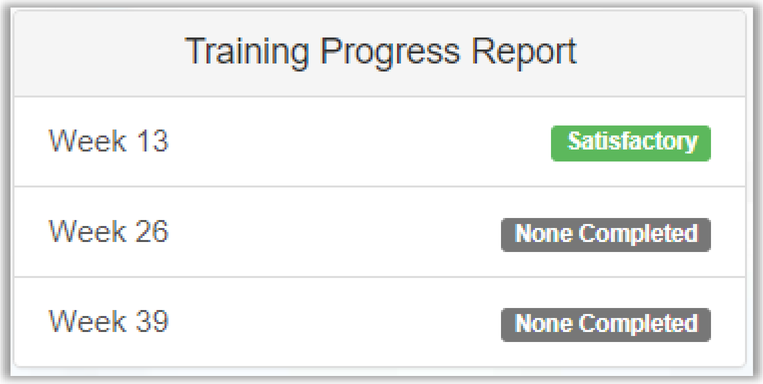
As well as having regular discussions and opportunities for feedback during the training year, you and your designated supervisor must carry out a formal progress review every 13 weeks.

At weeks 13, 26, 39, and 52 of your training year, you must complete a 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	View

Start a New 26 Week Progress Report

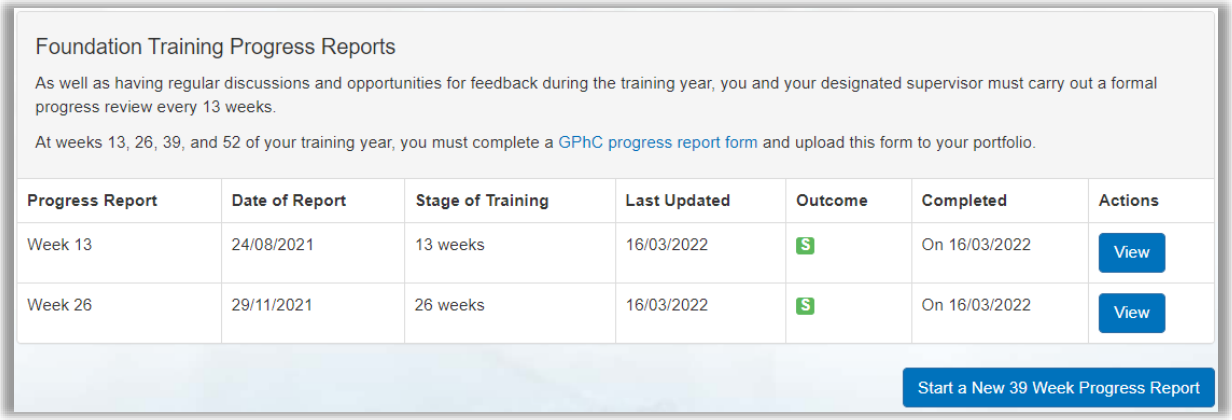
Your result will also be reflected in the Training Progress Report module on the portfolio dashboard.



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

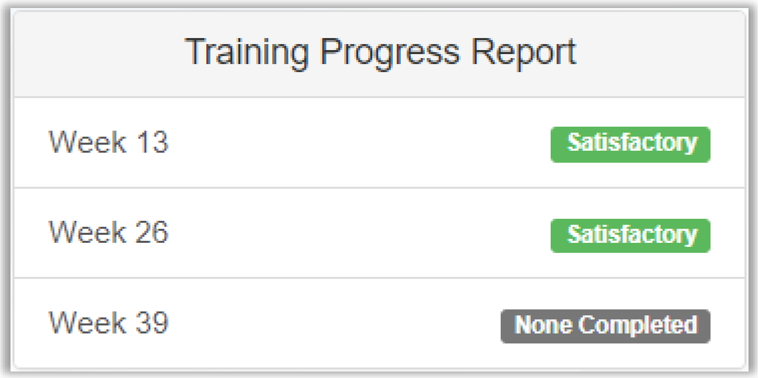
As well as having regular discussions and opportunities for feedback during the training year, you and your designated supervisor must carry out a formal progress review every 13 weeks.

At weeks 13, 26, 39, and 52 of your training year, you must complete a 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	View
Week 26	29/11/2021	26 weeks	16/03/2022	S	On 16/03/2022	View

Start a New 39 Week Progress Report

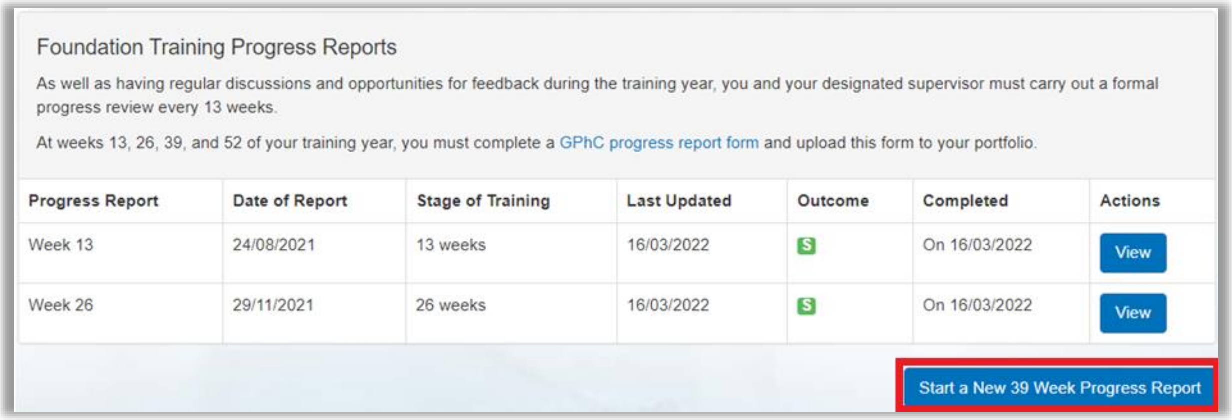
Your result will also be reflected in the Training Progress Report module on the portfolio dashboard.



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.

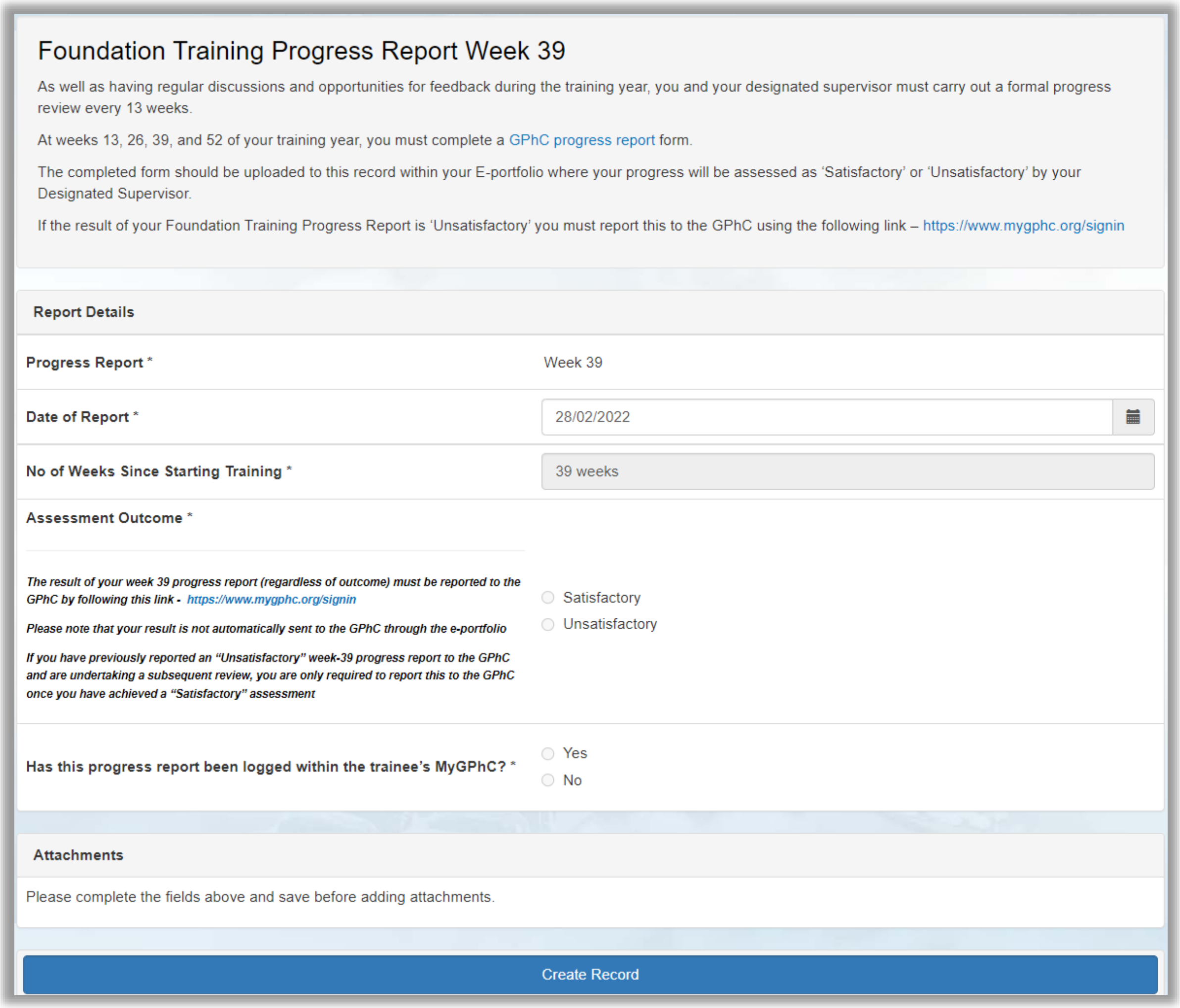
To create a new Week 39 report, click “Start a New 39 Week Progress Report” on the summary page.



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
Assessment Outcome * *The result of your week 39 progress report (regardless of outcome) must be reported to the GPhC by following this link - https://www.mygphc.org/signin* *Please note that your result is not automatically sent to the GPhC through 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*	Satisfactory Unsatisfactory
Has this progress report been logged within the trainee's MyGPhC? *	Yes No

Attachments

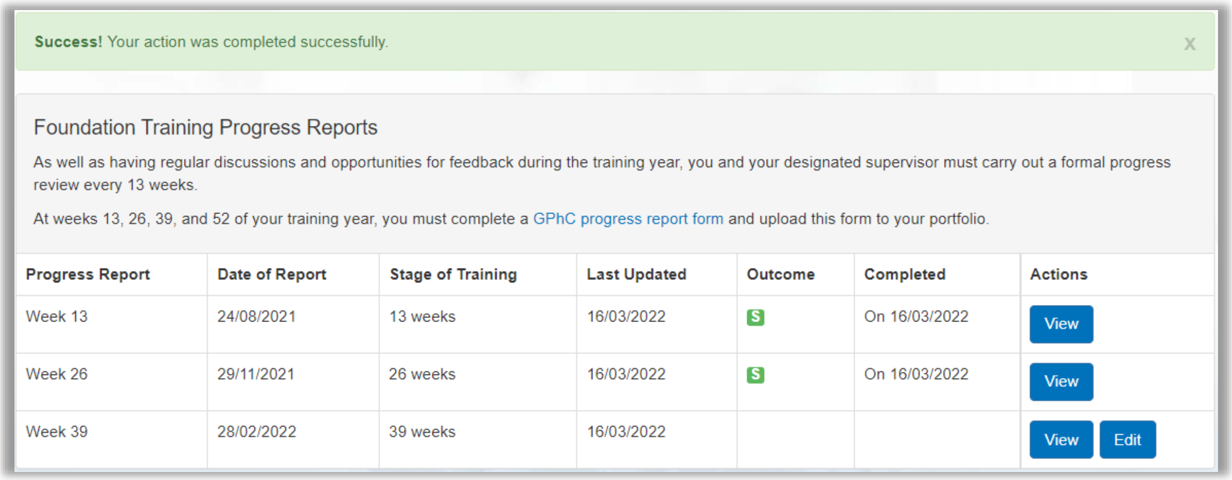
Please complete the fields above and save before adding attachments.

Create Record

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

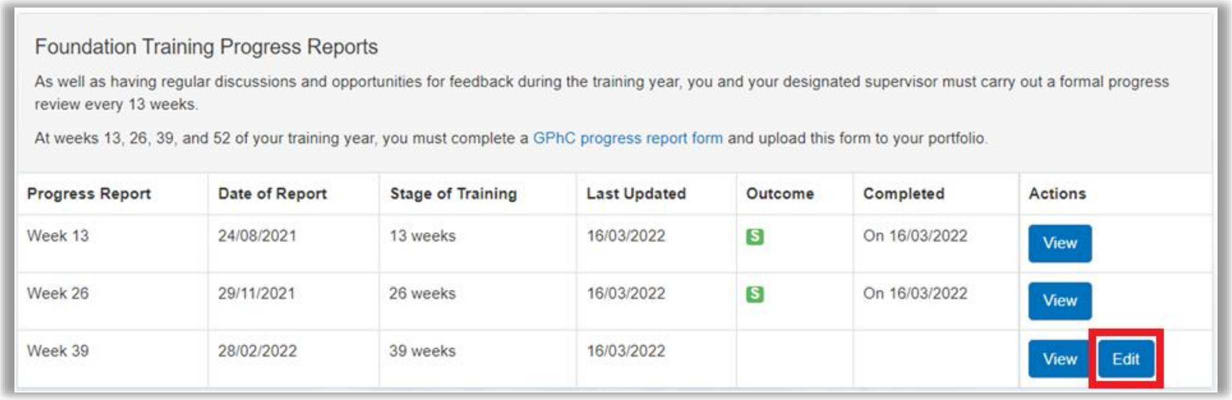
As well as having regular discussions and opportunities for feedback during the training year, you and your designated supervisor must carry out a formal progress review every 13 weeks.

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	View
Week 26	29/11/2021	26 weeks	16/03/2022	S	On 16/03/2022	View
Week 39	28/02/2022	39 weeks	16/03/2022			View Edit

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.



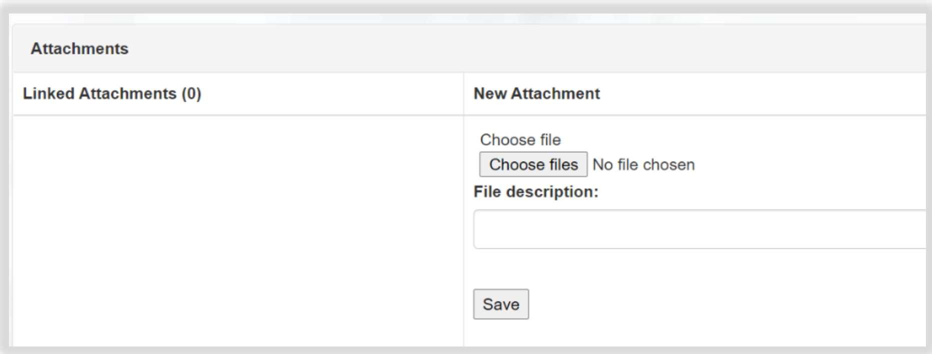
Foundation Training Progress Reports

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.

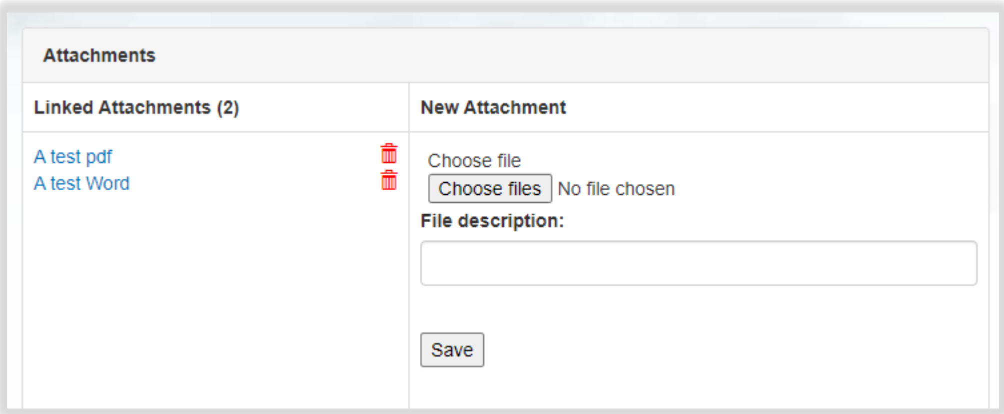
At weeks 13, 26, 39, and 52 of your training year, you must complete a GPhC progress report form and upload this form to your portfolio.

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	View
Week 26	29/11/2021	26 weeks	16/03/2022	S	On 16/03/2022	View
Week 39	28/02/2022	39 weeks	16/03/2022			View Edit

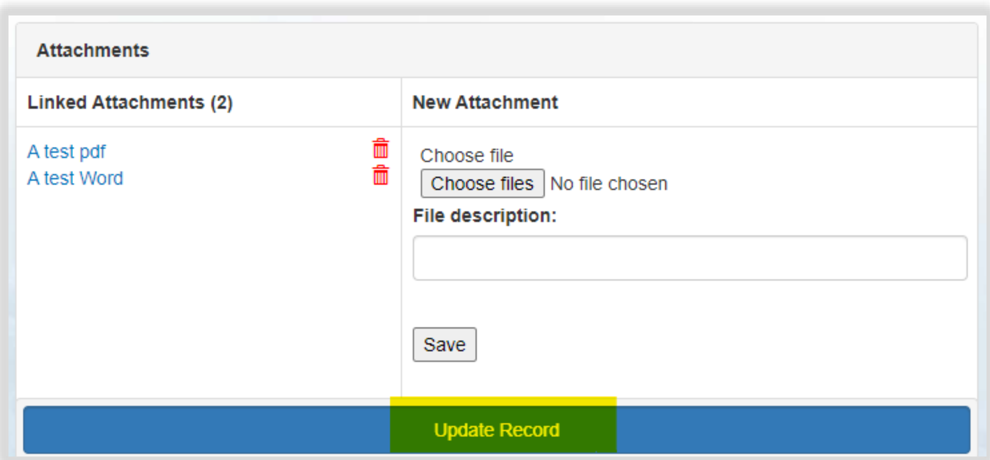
Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



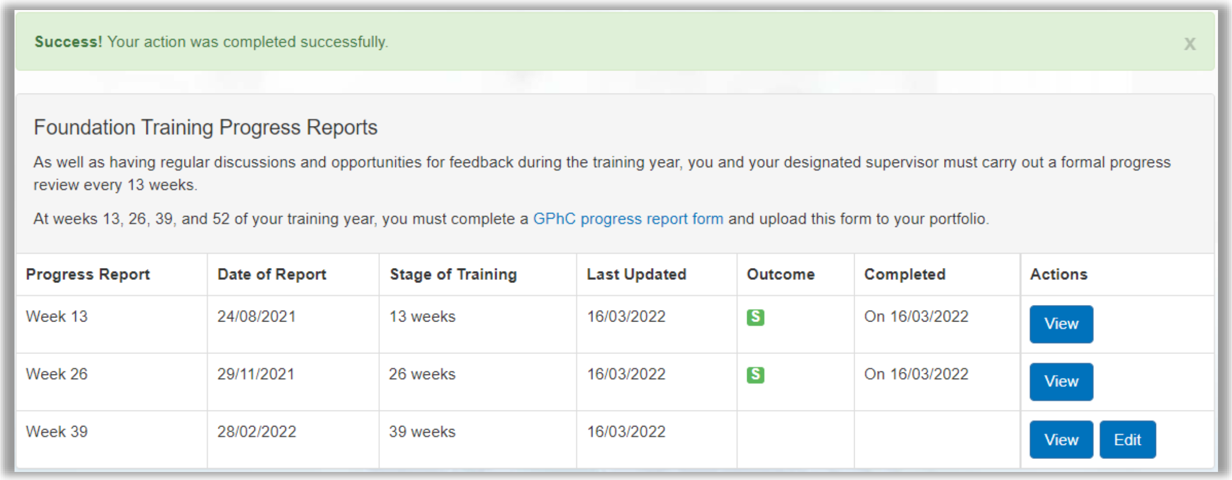
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



When you are finished editing select "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	S	On 16/03/2022	View
Week 26	29/11/2021	26 weeks	16/03/2022	S	On 16/03/2022	View
Week 39	28/02/2022	39 weeks	16/03/2022			View Edit

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 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	View
Week 26	29/11/2021	26 weeks	16/03/2022	S	On 16/03/2022	View
Week 39	28/02/2022	39 weeks	16/03/2022	S	On 16/03/2022	View

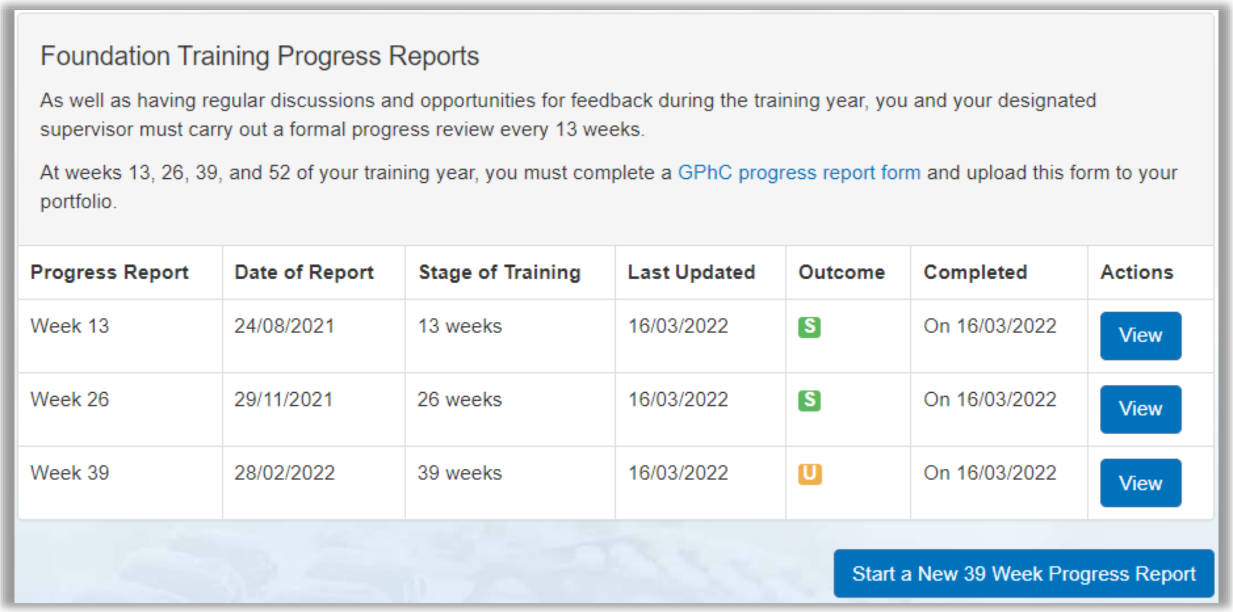
Your result will also be reflected in the Training Progress Report module on the portfolio dashboard.

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

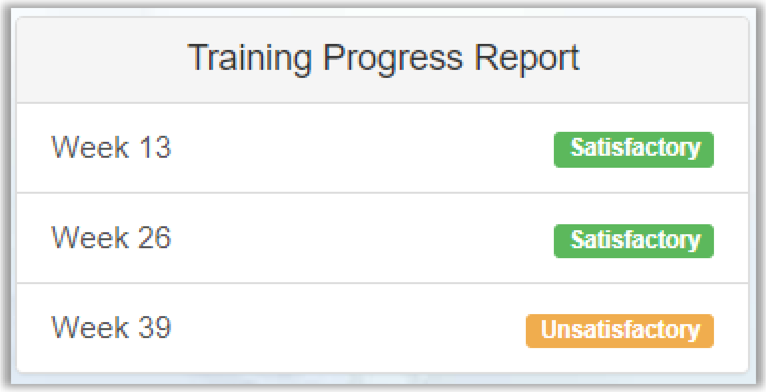
As well as having regular discussions and opportunities for feedback during the training year, you and your designated supervisor must carry out a formal progress review every 13 weeks.

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	S	On 16/03/2022	View
Week 26	29/11/2021	26 weeks	16/03/2022	S	On 16/03/2022	View
Week 39	28/02/2022	39 weeks	16/03/2022	U	On 16/03/2022	View

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.

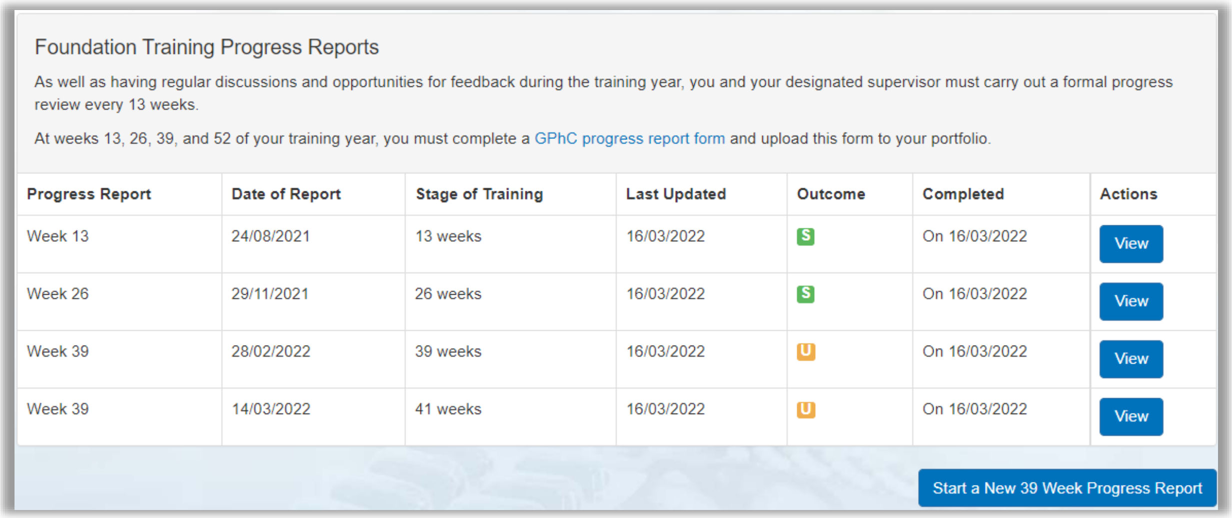


Training Progress Report

Week 13	Satisfactory
Week 26	Satisfactory
Week 39	Unsatisfactory

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

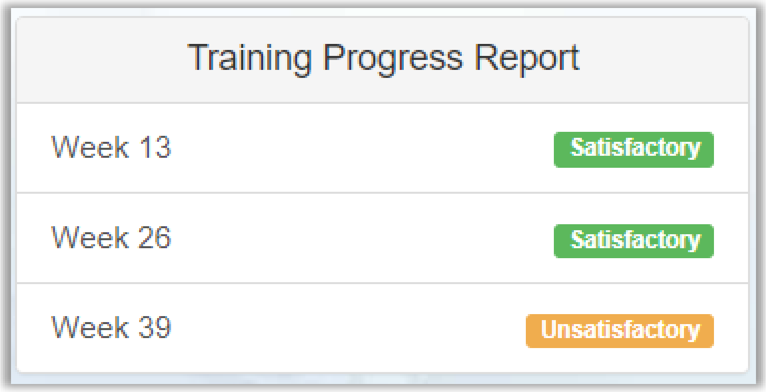
As well as having regular discussions and opportunities for feedback during the training year, you and your designated supervisor must carry out a formal progress review every 13 weeks.

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	View
Week 26	29/11/2021	26 weeks	16/03/2022	S	On 16/03/2022	View
Week 39	28/02/2022	39 weeks	16/03/2022	U	On 16/03/2022	View
Week 39	14/03/2022	41 weeks	16/03/2022	U	On 16/03/2022	View

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 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	View
Week 26	29/11/2021	26 weeks	16/03/2022	S	On 16/03/2022	View
Week 39	28/02/2022	39 weeks	16/03/2022	U	On 16/03/2022	View
Week 39	14/03/2022	41 weeks	16/03/2022	U	On 16/03/2022	View
Week 39	21/03/2022	42 weeks	16/03/2022	S	On 16/03/2022	View

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).

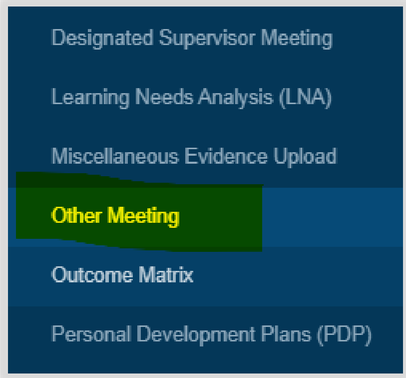
Your result is not automatically sent to the GPhC through the E-portfolio.

6.3 Other meeting

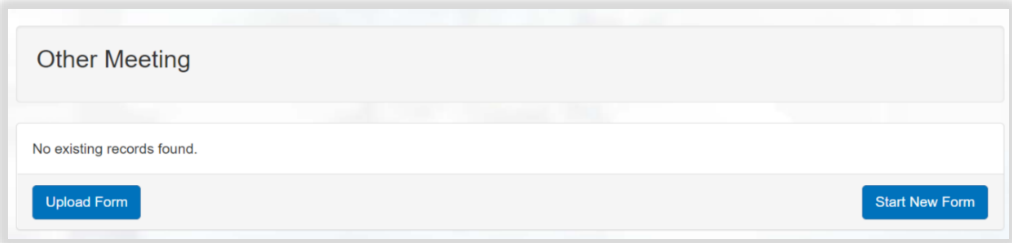
This is a form which allows you to record a summary and outputs from any relevant meeting that contributes to your overall development. A downloadable version of the form can be found here.

6.3.1 Creating and completing an Other Meeting form

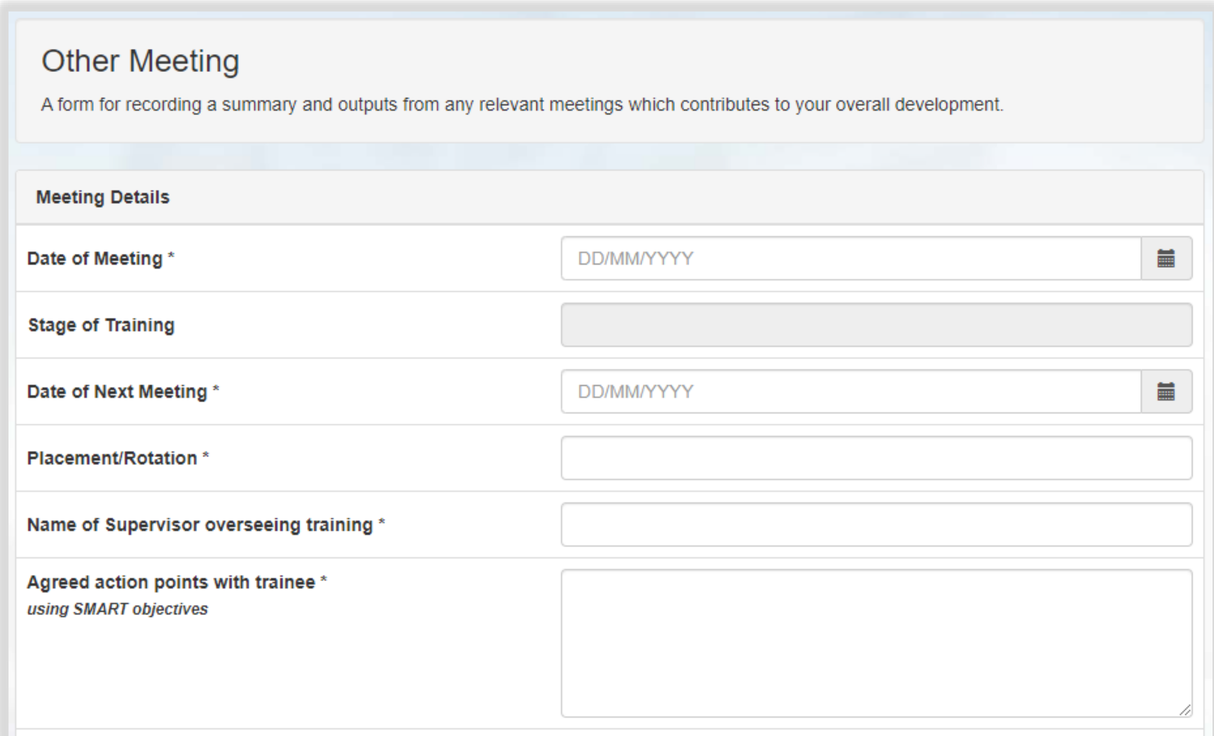
To access the Other Meeting form, select 'Other Meeting' from the navigation menu.



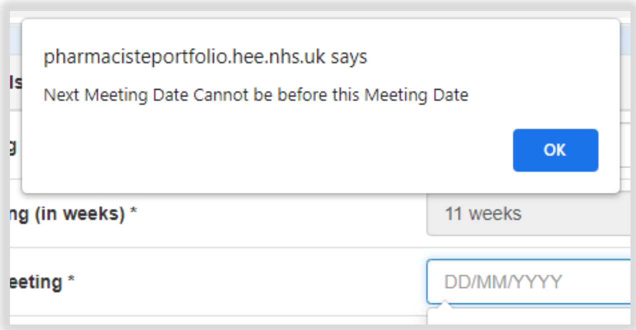
Select "Start New Form" to create a new record.



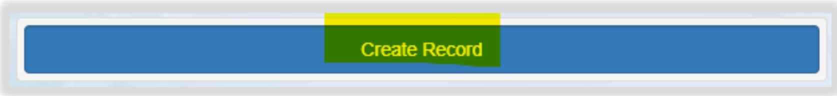
The 'Other Meeting' form will appear. Completed the required fields as instructed EXCEPT the 'Ticketed Supervisor' fields.



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.

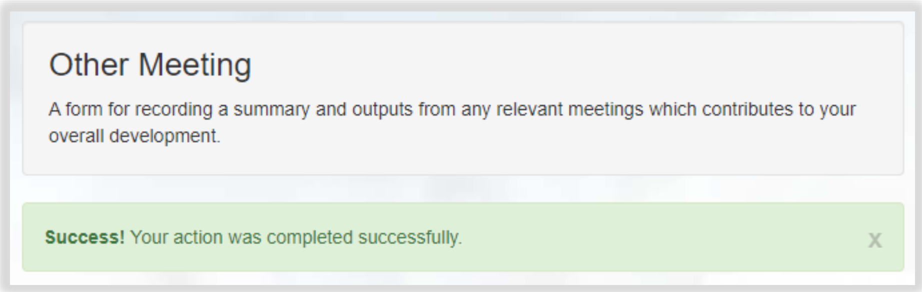


When you have completed all the required fields, select “Create Record” once”.

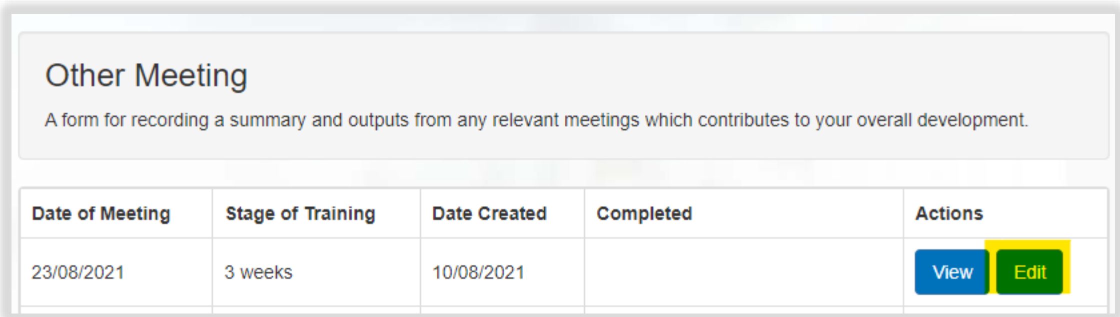


NOTE: You do not need to map Other Meeting forms to any assessment activities or learning outcomes, and you will not see a section to map to frameworks.

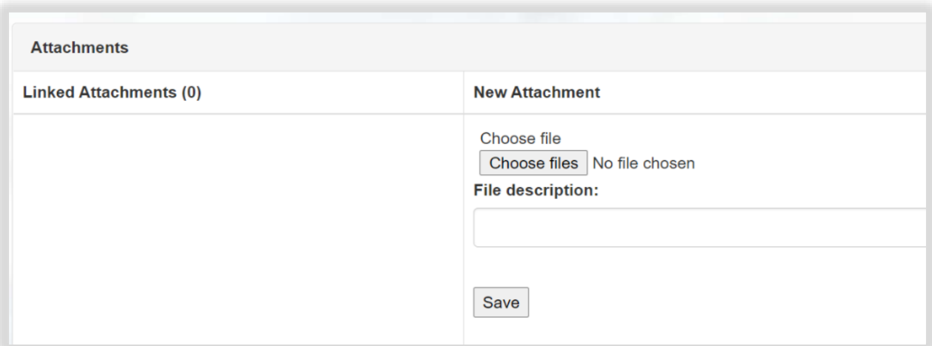
You will receive confirmation that the record has been save and created.



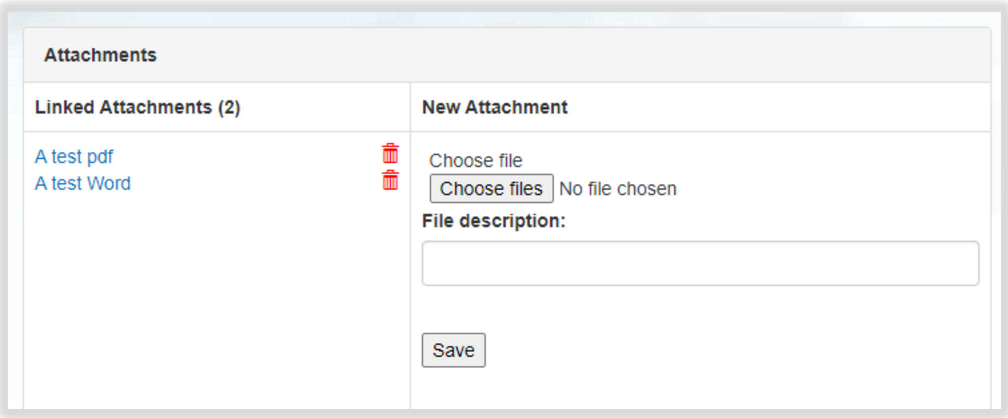
You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your meeting, select “Edit” to view the record you have just created and upload a file.



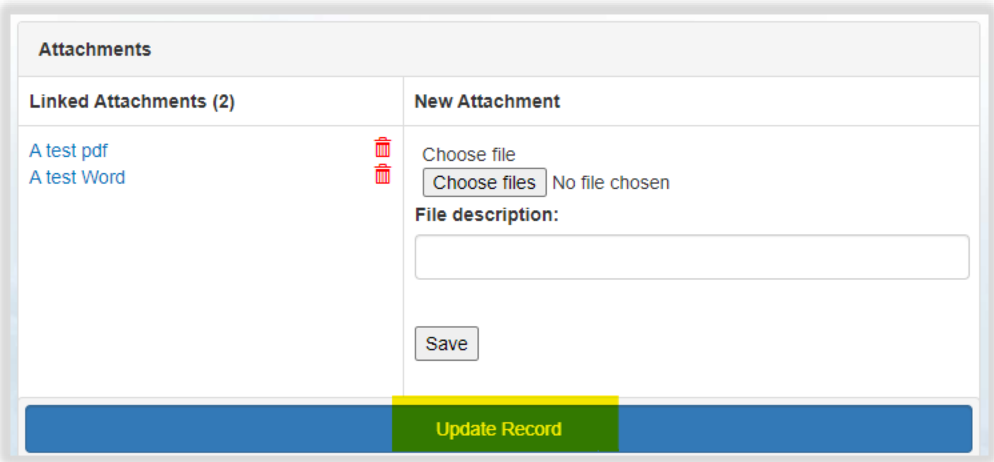
Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



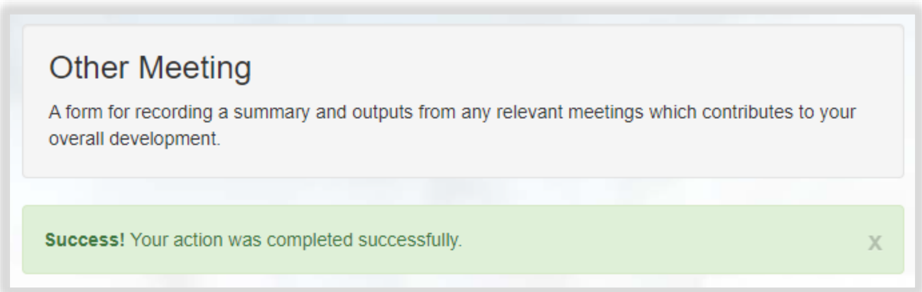
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



When you have finished editing select “Update Record”.



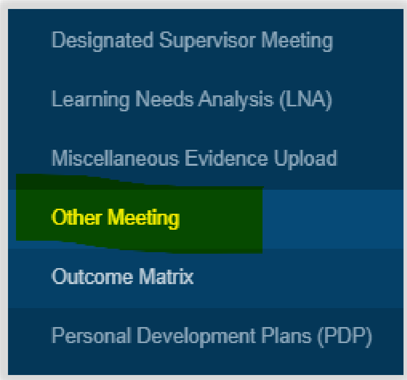
You will receive confirmation that the record has been updated.



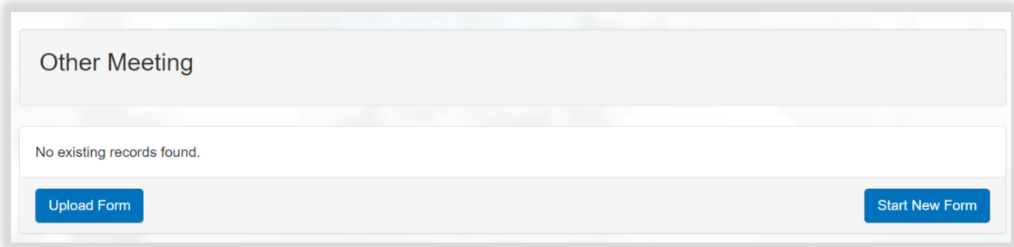
You can view and edit the form as per instructions provided in section 4.3.

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

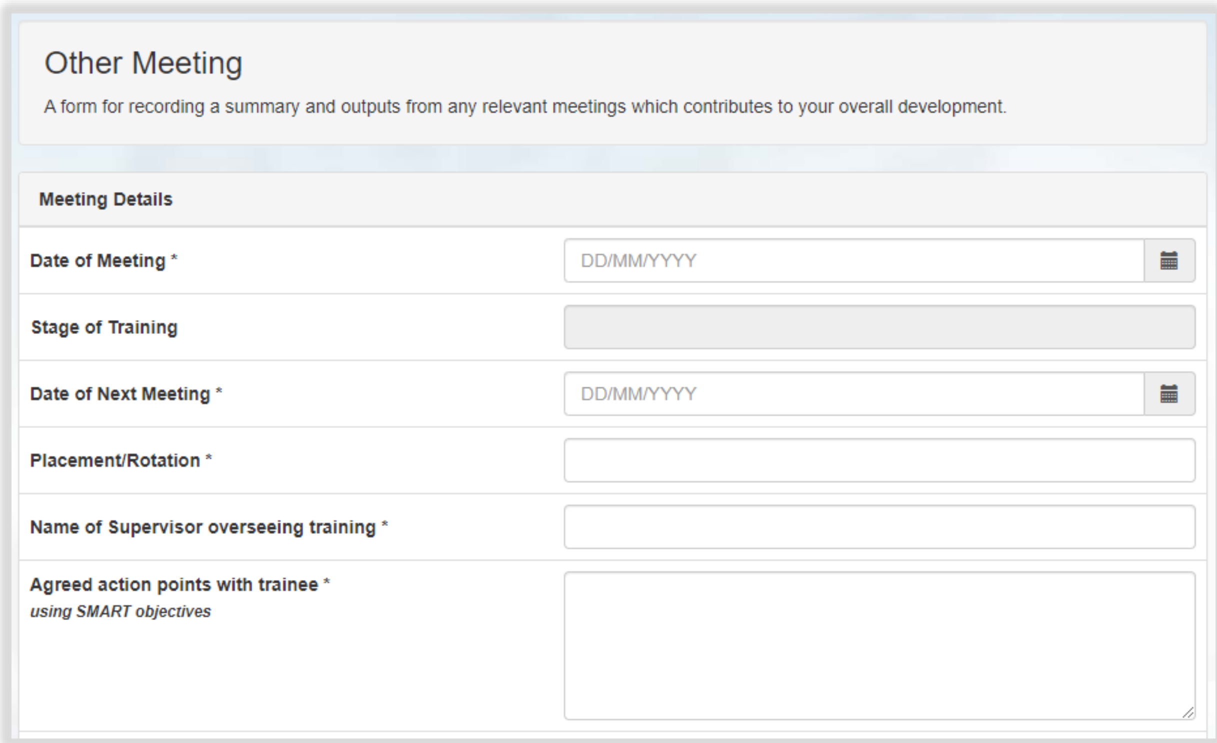
To access the Other Meeting form, select ‘Other Meeting’ from the navigation menu.



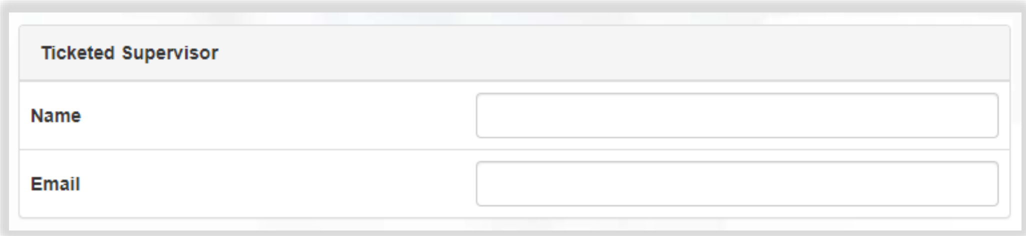
Select “Start New Form” to create a new record.



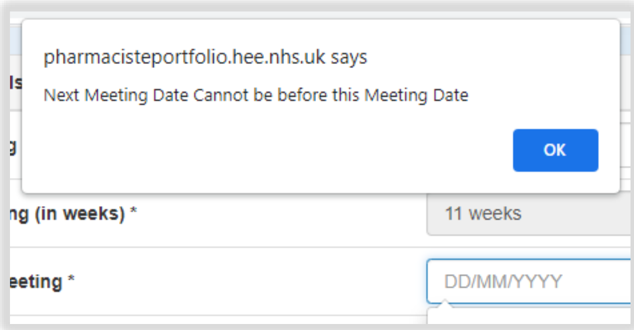
The ‘Other Meeting’ form will appear. Complete the required fields as instructed INCLUDING the ‘Ticketed Supervisor’ fields.



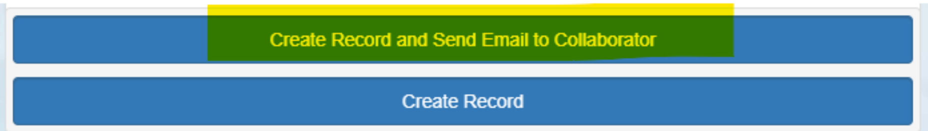
Enter in their full name and email address.



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.

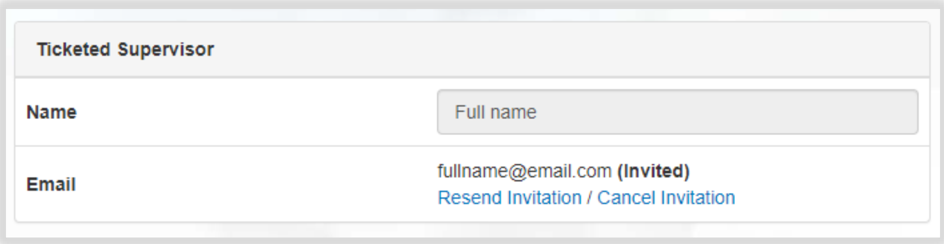


When you have completed all the required fields, select "Create Record and Send Email to Collaborator".



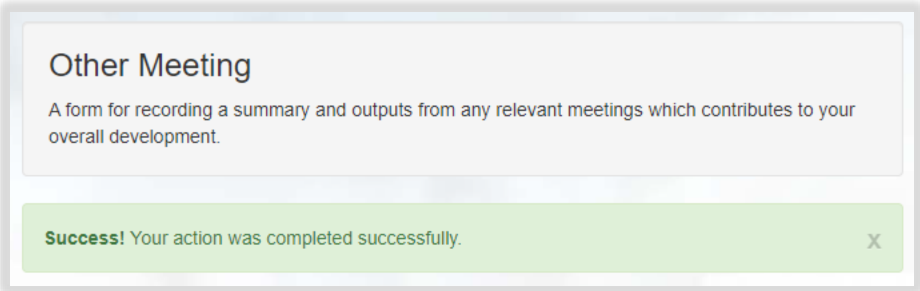
NOTE: You do not need to map other meeting forms to any assessment activities or learning outcomes, and you will not see a section to map to frameworks.

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

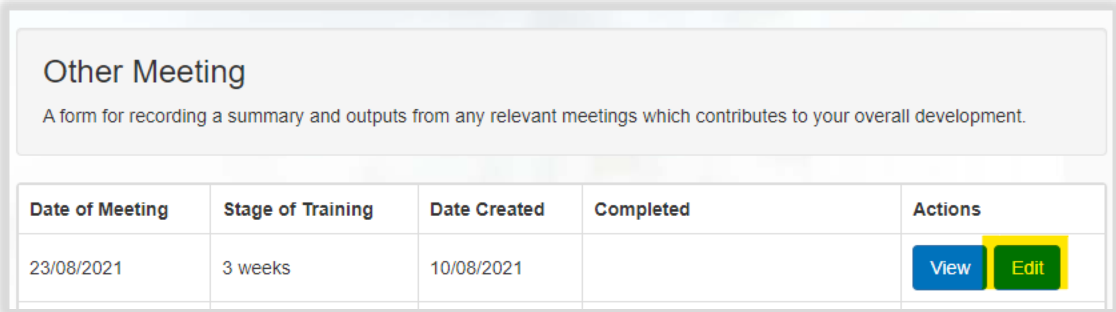


Your collaborator will receive an automatic email from the E-portfolio with a link to provide feedback. Please advise your collaborator to also check their junk folder as the automatic emails can on occasions be filtered out as spam.

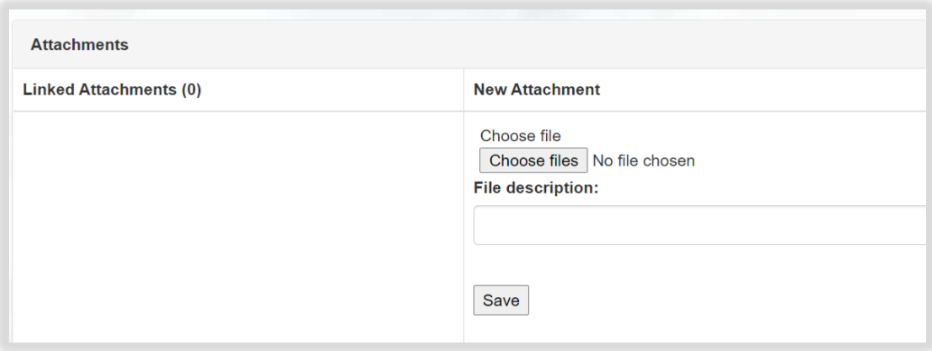
You will receive confirmation that the record has been updated.



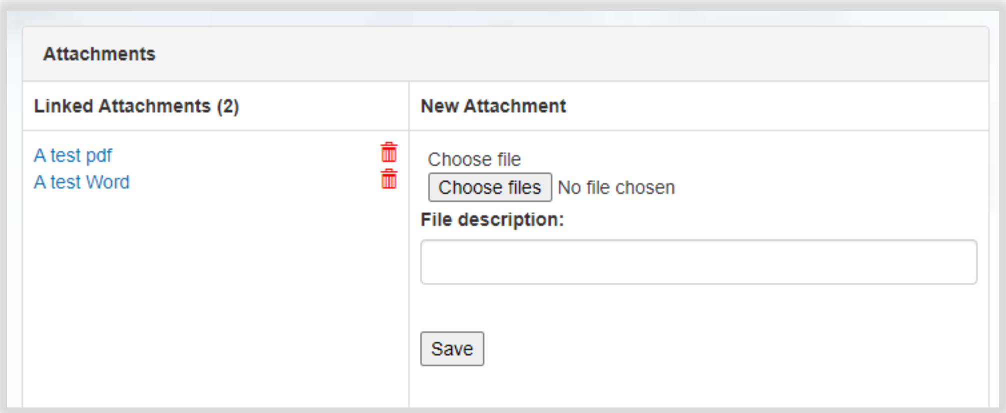
You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your meeting, select "Edit" to view the record you have just created and upload a file.



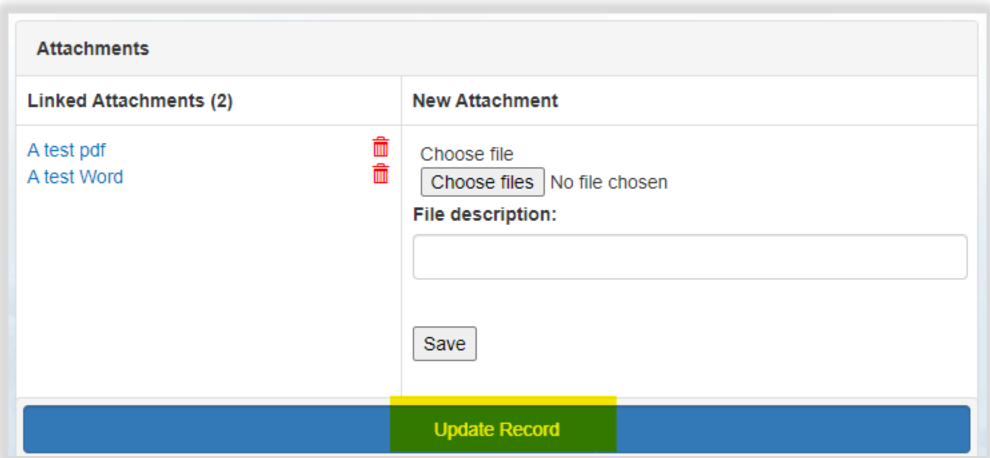
Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



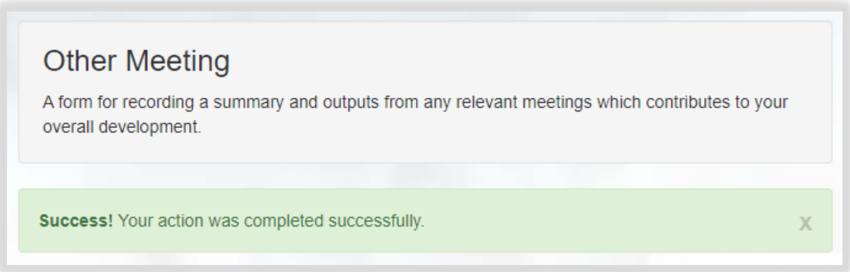
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



When you have finished editing select “Update Record”.



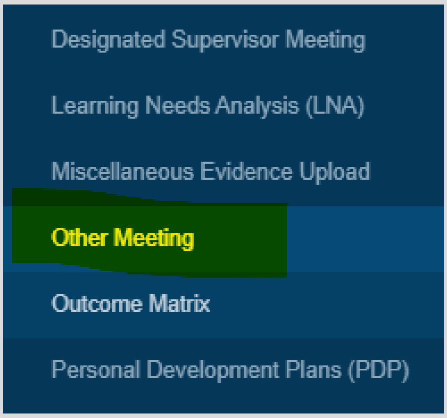
You will receive confirmation that the record has been updated.



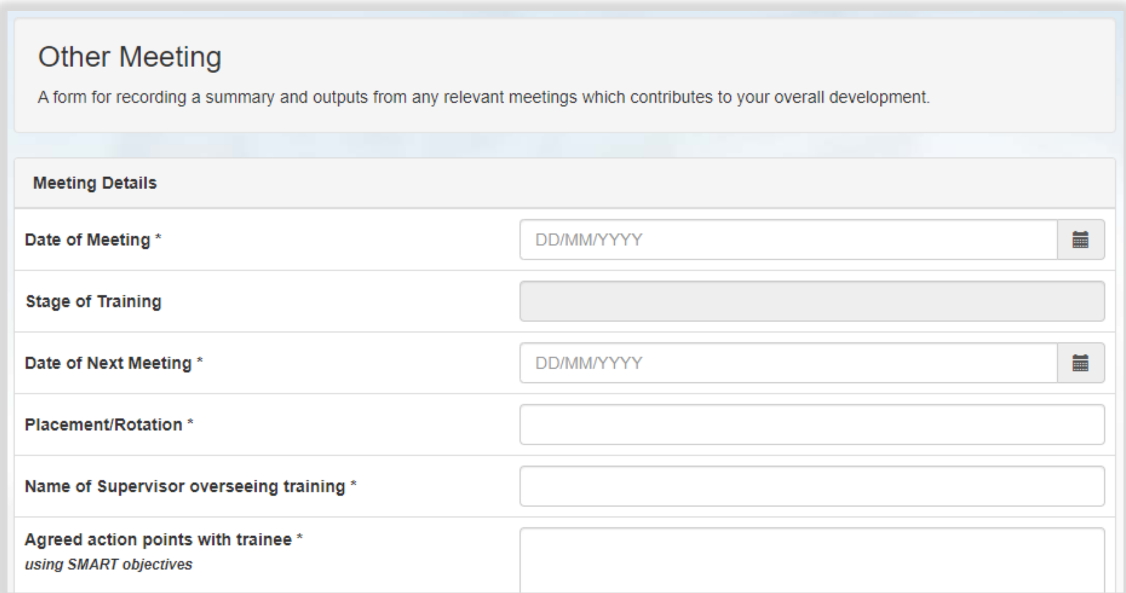
You can view the form as per instructions provided in section 4.3.

6.3.3 Uploading an Other Meeting form

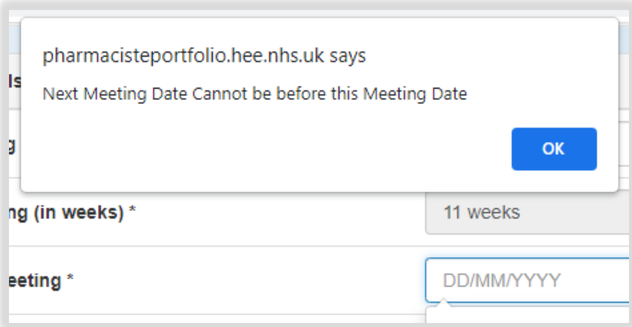
To access the Other Meeting form, select 'Other Meeting' from the navigation menu.



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



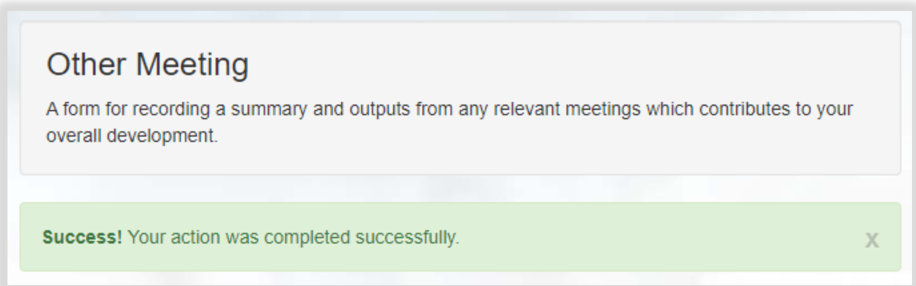
NOTE: The 'Date of Next Meeting' field should be a date after the 'Date of Meeting'. If you try to enter an earlier date you will receive a pop-up message informing you of this.



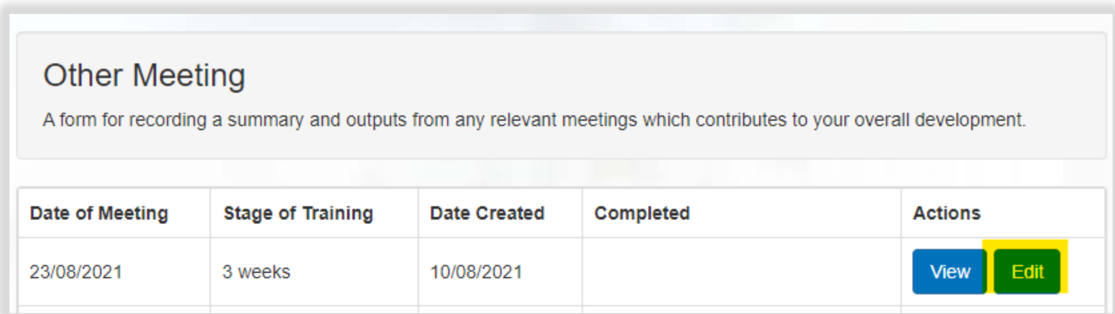
When you have completed all the required fields, select "Create Record".

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.

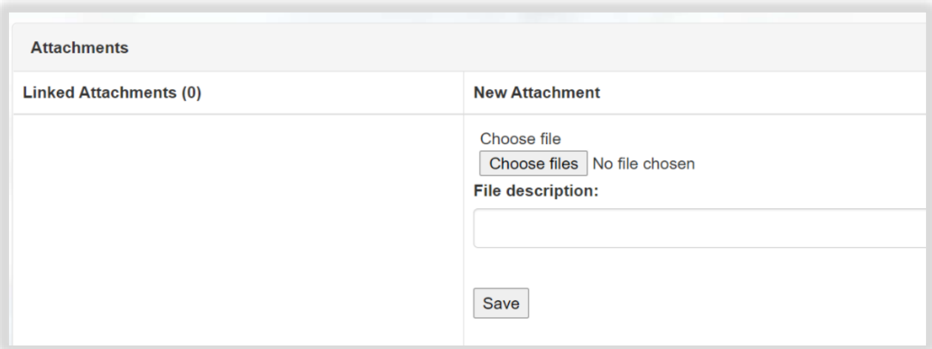


You'll be directed back to the main Other Meeting page.

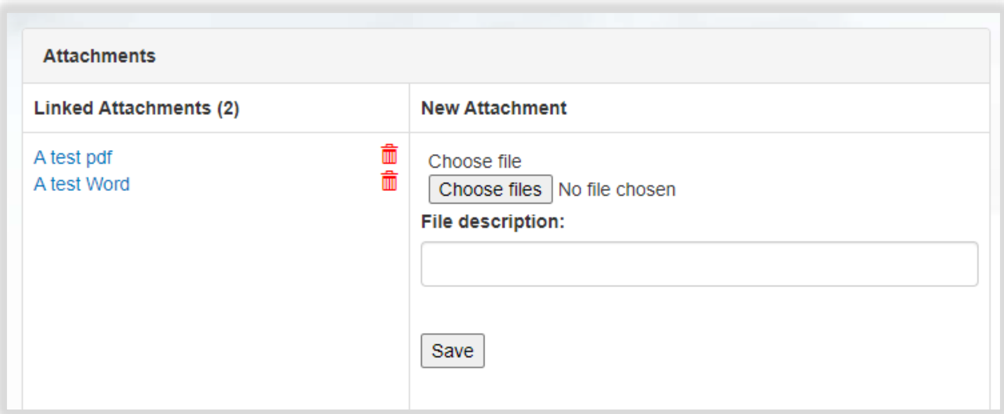


You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your meeting, select “Edit” to view the record you have just created and upload a file.

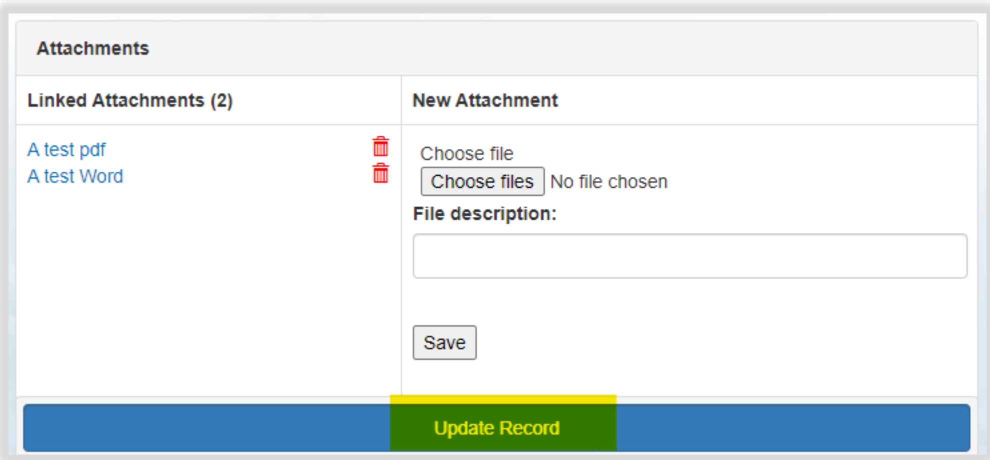
Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



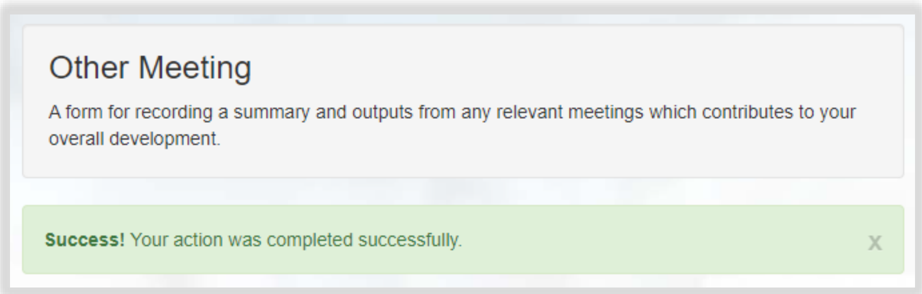
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



When you are finished editing select “Update Record”.



You will receive confirmation that the record has been updated.



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

7 Reflective Account

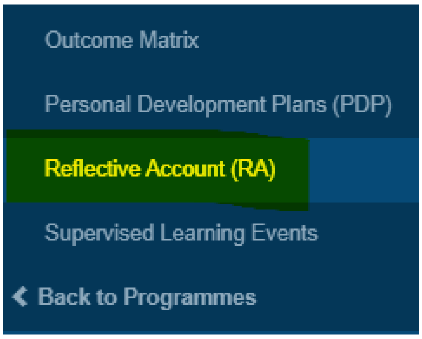
The purpose of the reflective account is to provide an opportunity for you to think and consider analytically anything relating to your professional practice. It should be a brief, written description of your experience and actions, including what went well and reflecting on what could be improved, and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

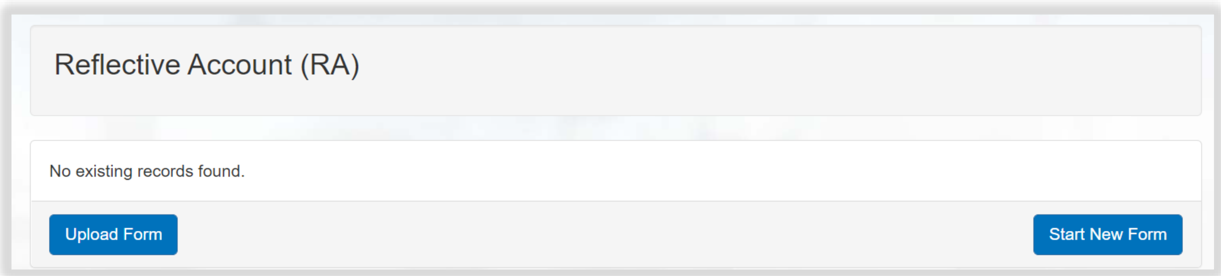
A downloadable form can be found here.

7.1.1 Creating and completing a Reflective Account

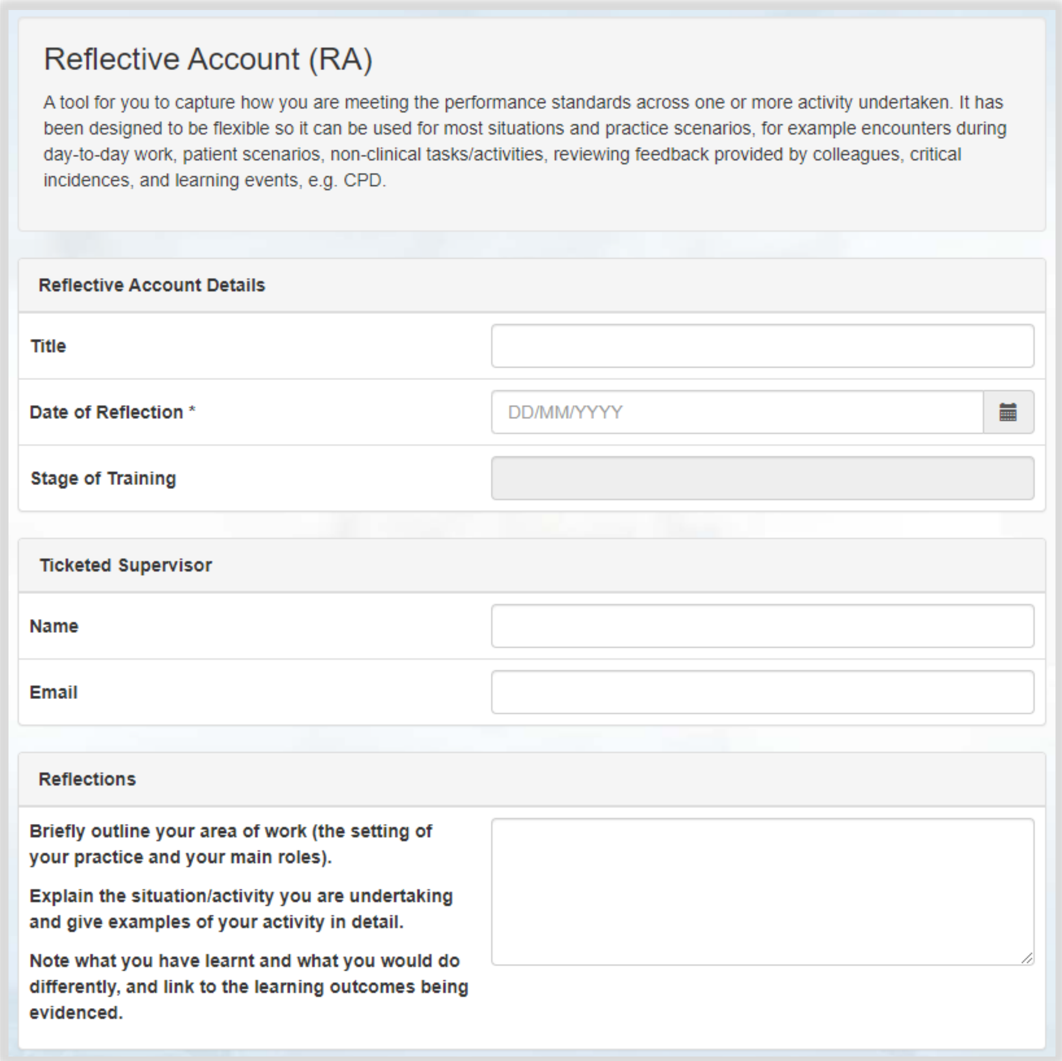
To access the Reflective Account, select 'Reflective Account' from the navigation menu.



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



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

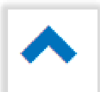
Name	
Email	

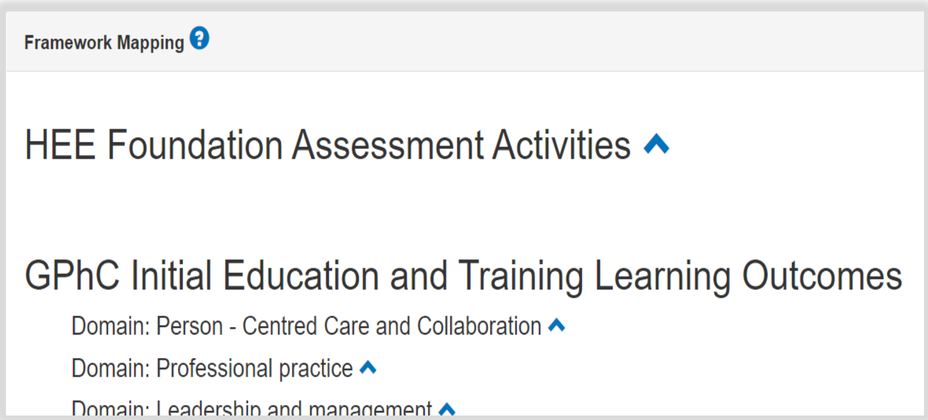
Reflections

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

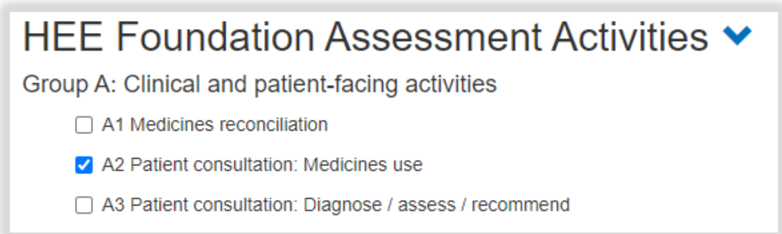
Explain the situation/activity you are undertaking and give examples of your activity in detail.

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.

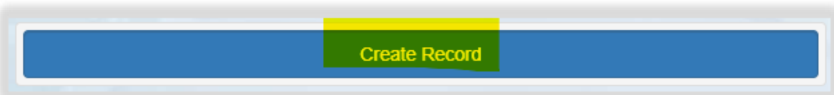


Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

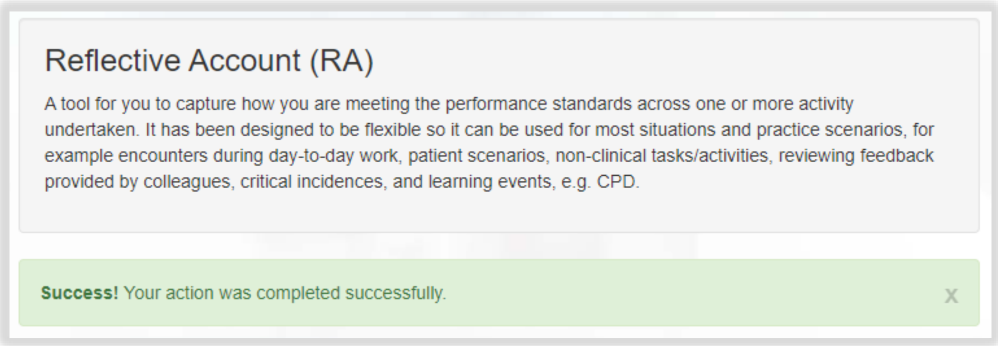


NOTE: GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

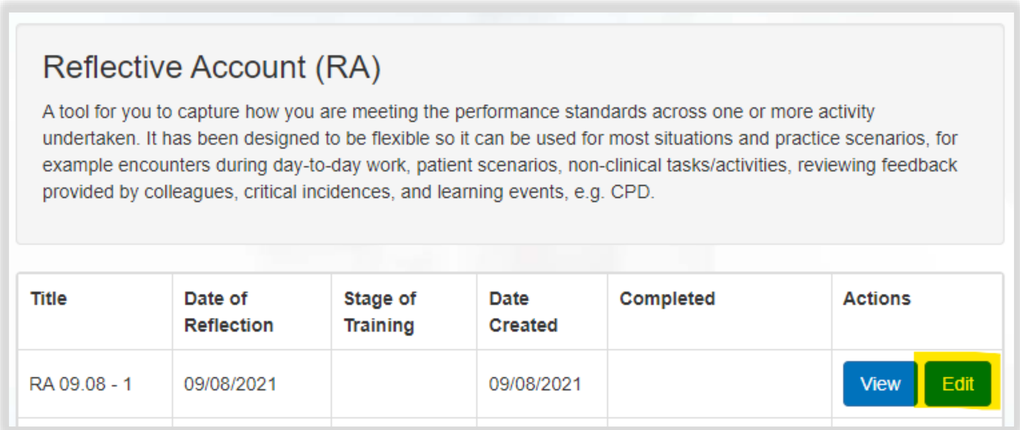
When you have completed all the required fields, select “Create Record”.



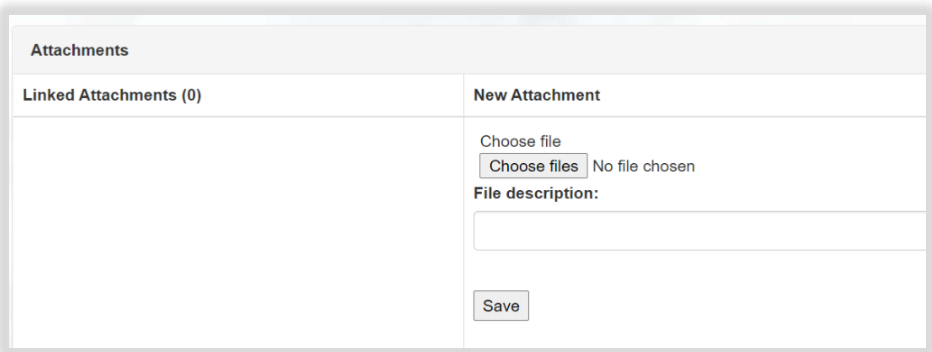
You will receive confirmation that the record has been saved and created.



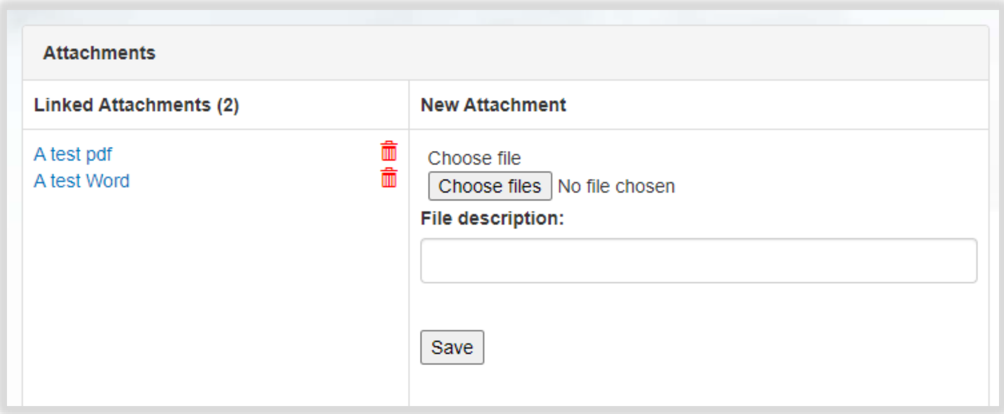
You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your reflective account, select “Edit” to view the record you have just created and upload a file.



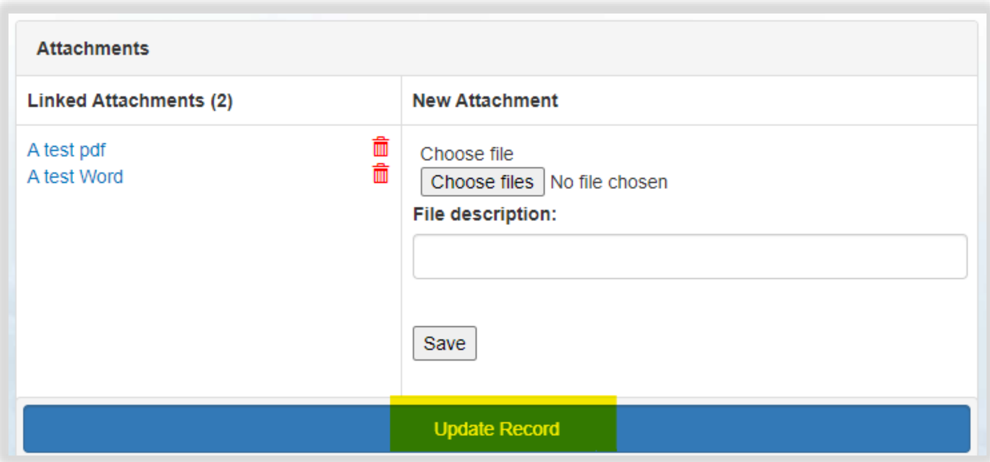
Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



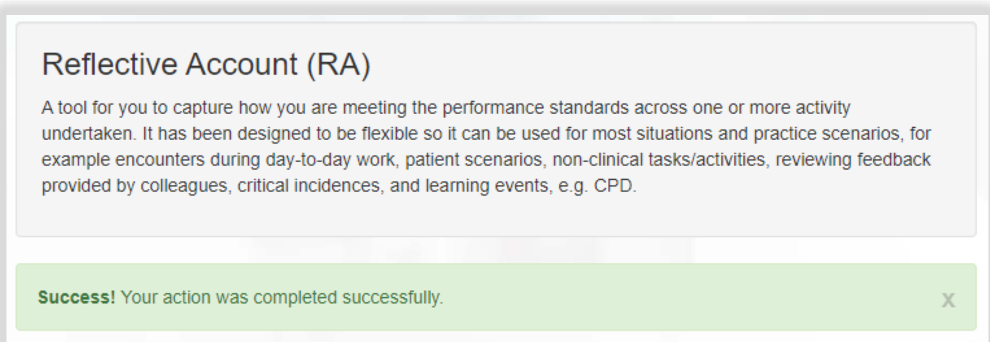
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



When you have finished editing select "Update Record".



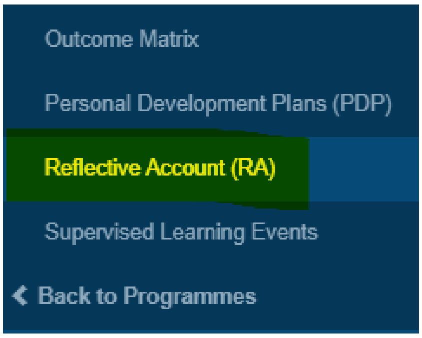
You will receive confirmation that the record has been updated.



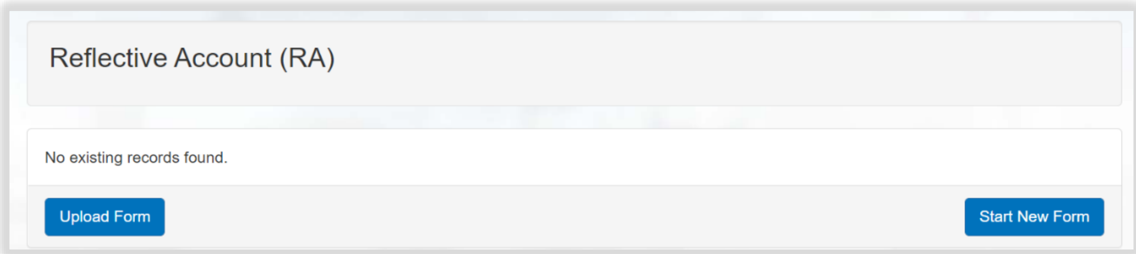
You can view and edit the form as per instructions provided in section 4.3.

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

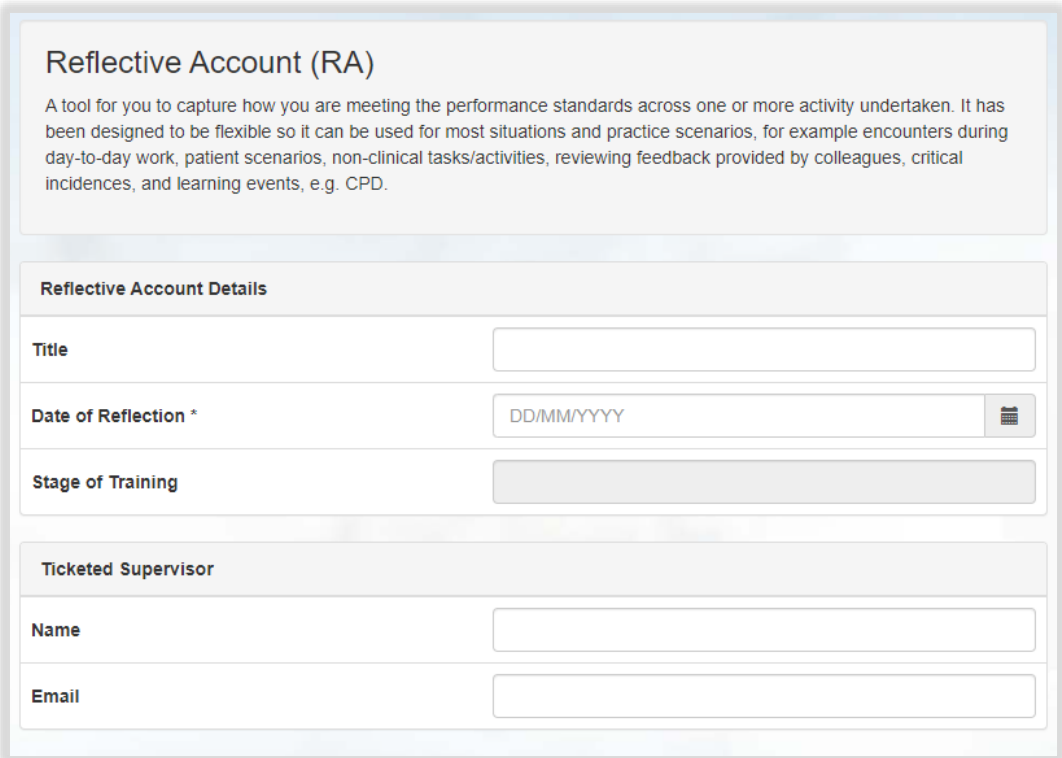
To access the Reflective Account form, select ‘Reflective Account’ from the navigation menu.



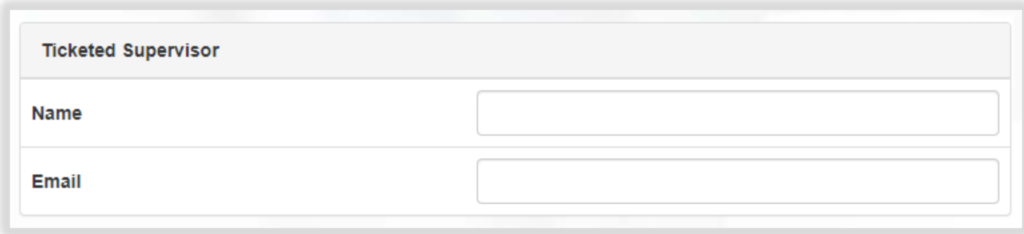
Select “Start New Form” to create a new record.



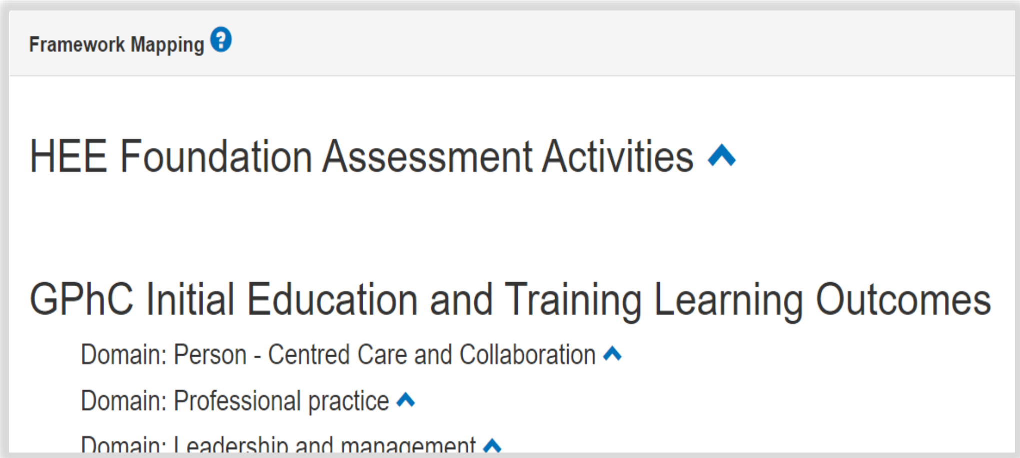
The ‘Reflective Account’ form will appear. Completed the required fields as instructed INCLUDING the ‘Ticketed Supervisor’ fields.



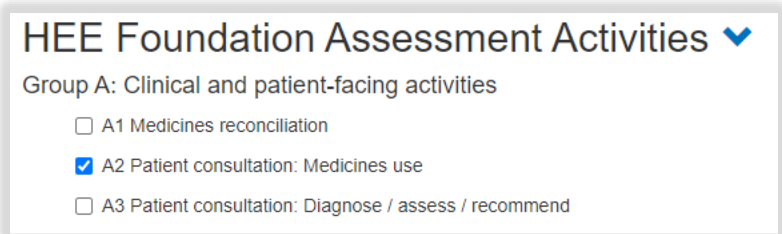
Enter in their full name and email address.



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



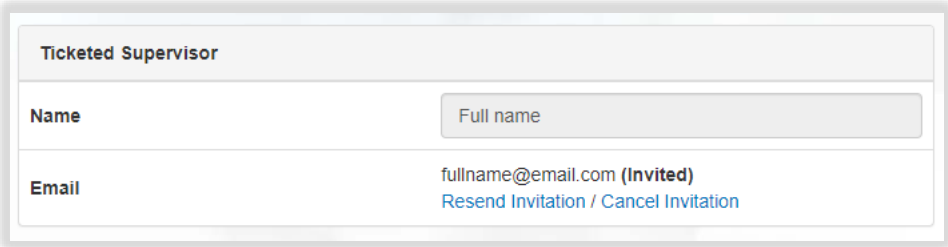
Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.



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.

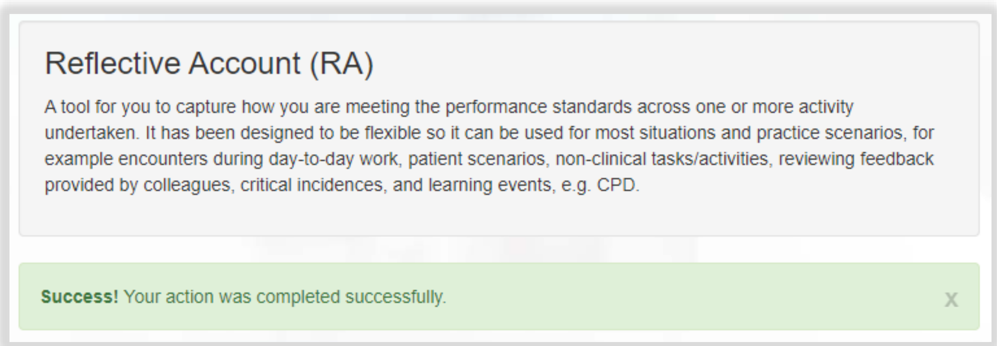
When you have completed all the required fields, select “Create Record and Send Email to Collaborator”.

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

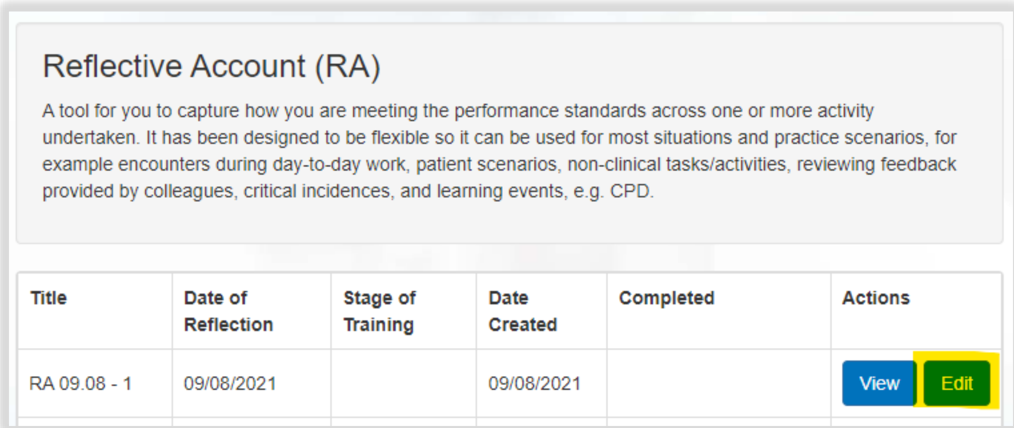


Your collaborator will receive an automatic email from the E-portfolio with a link to provide feedback. Please advise your collaborator to also check their junk folder as the automatic emails can on occasions be filtered out as spam.

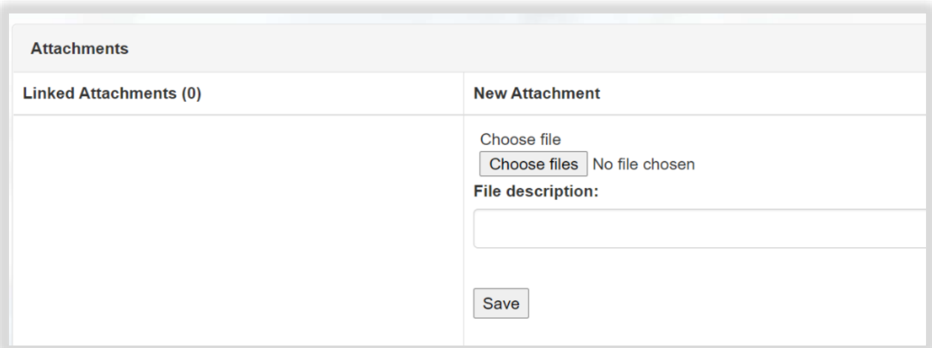
You will receive confirmation that the record has been saved and created.



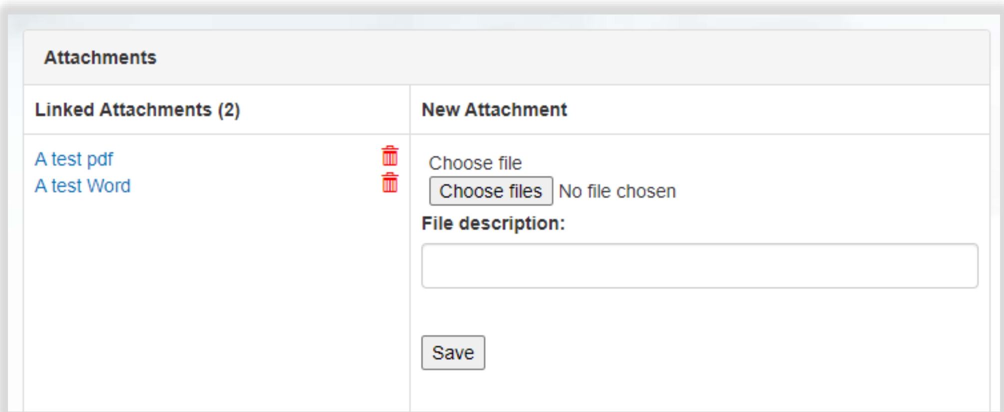
You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your reflective account, select “Edit” to view the record you have just created and upload a file.



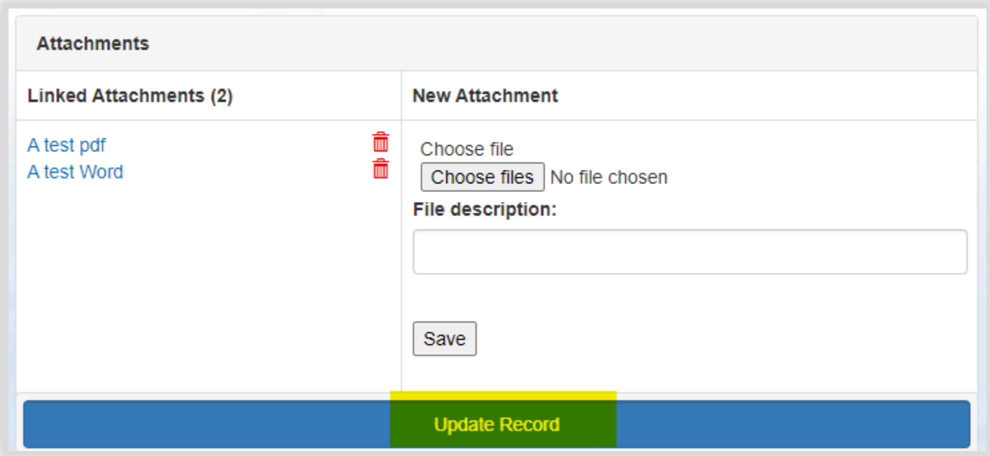
Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



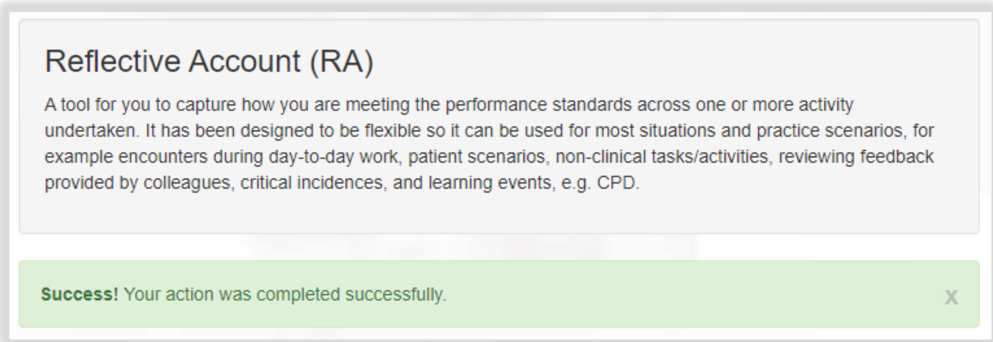
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



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



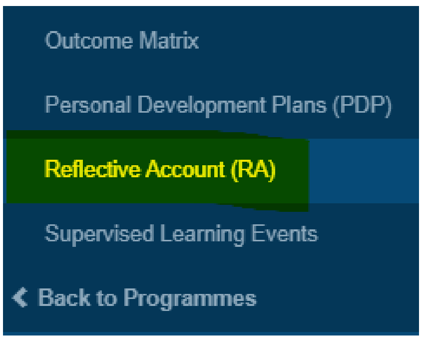
You will receive confirmation that the record has been updated.



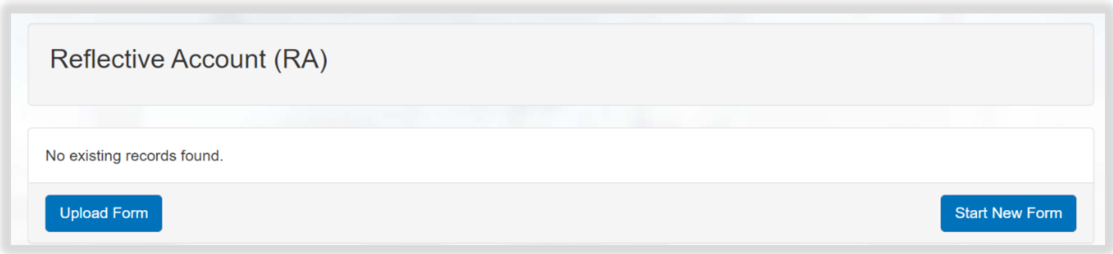
You can view the form as per instructions provided in section 4.3.

7.1.3 Uploading a Reflective Account

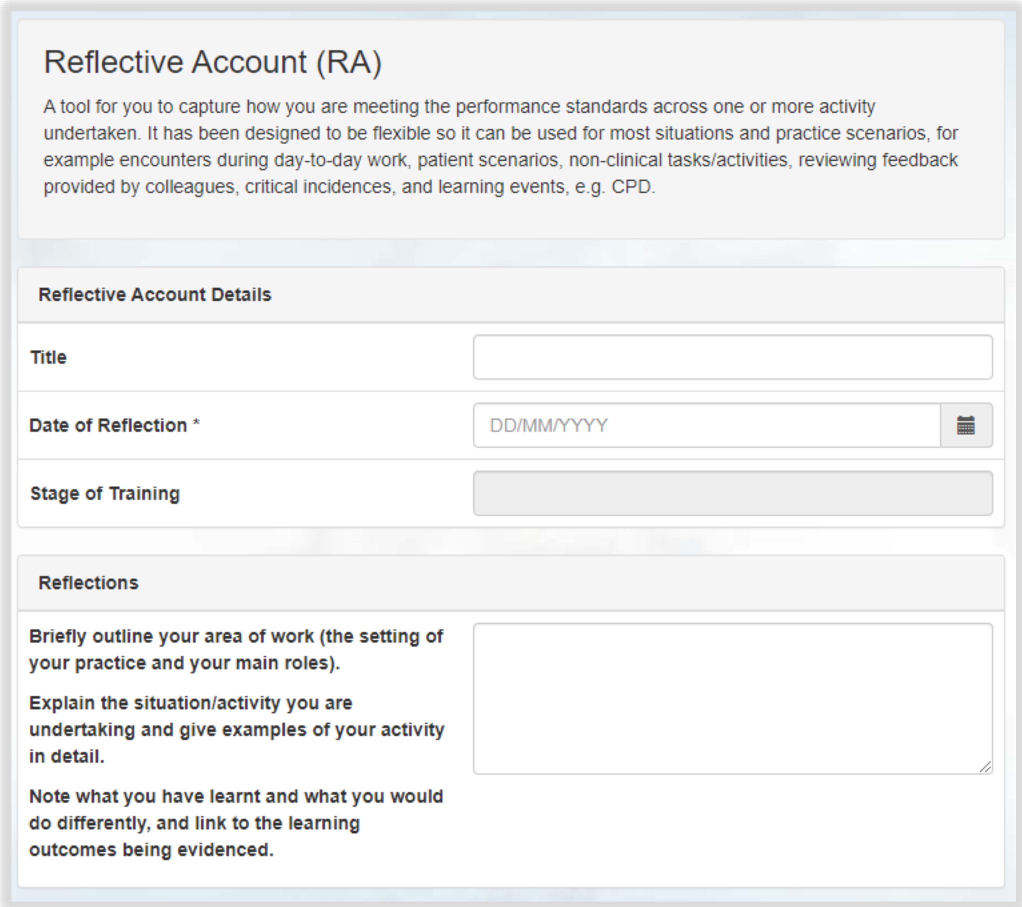
To access the Reflective Account, select 'Reflective Account' from the navigation menu.

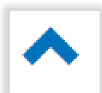


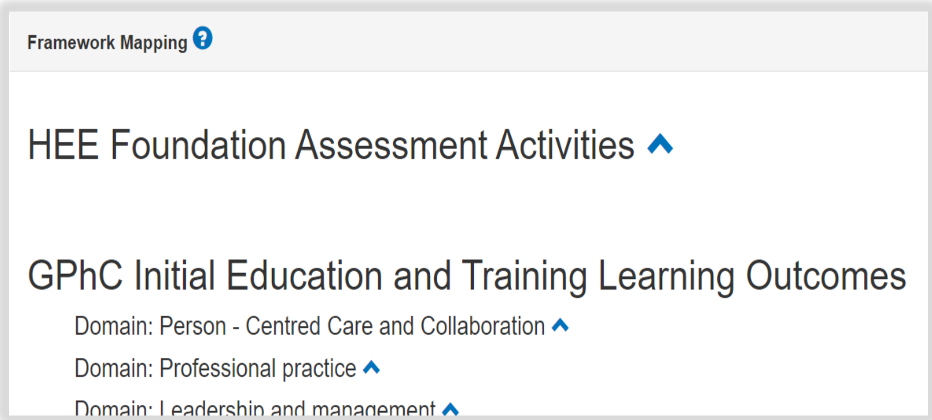
Select "Upload Form".



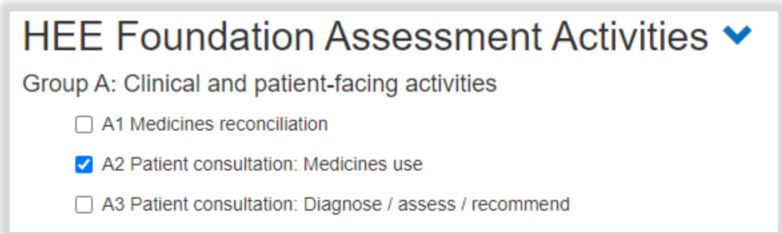
The form will appear. Complete the required fields.



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



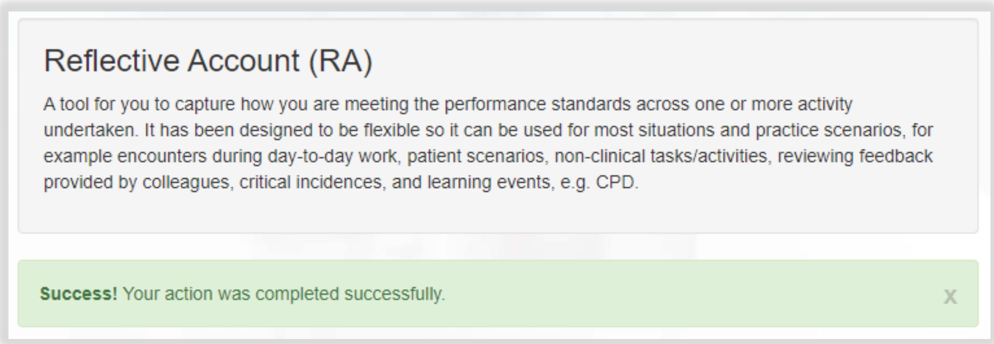
Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.



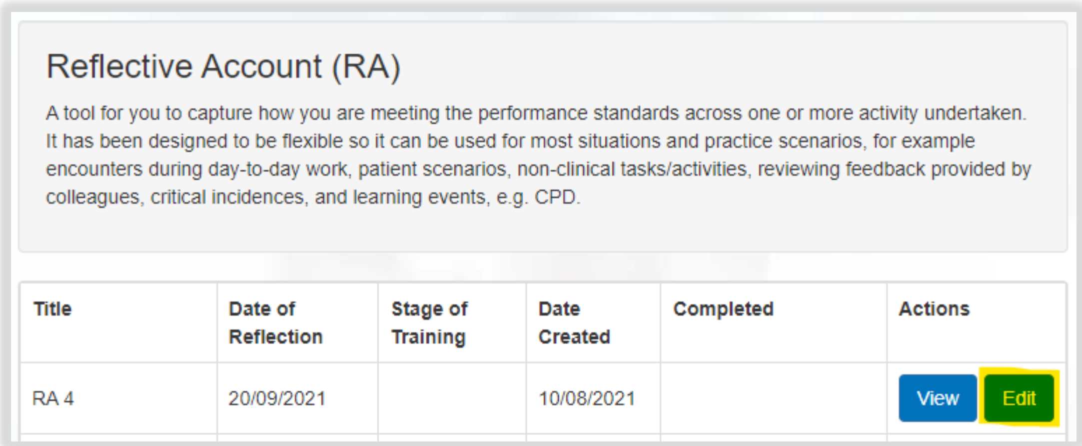
NOTE: GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

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

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



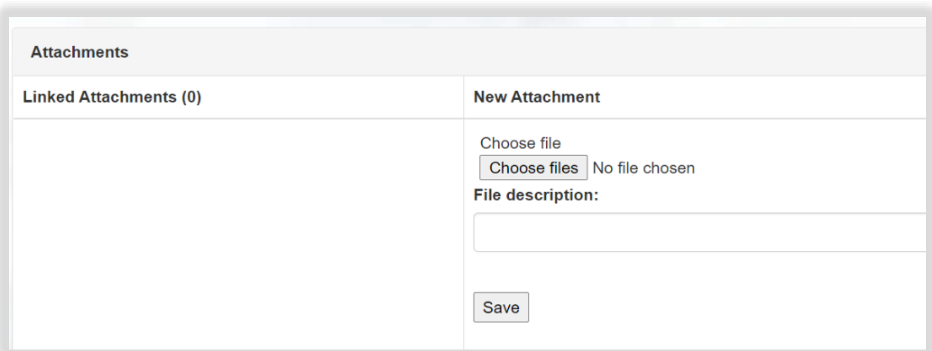
You'll be directed back to the main Reflective Account page.



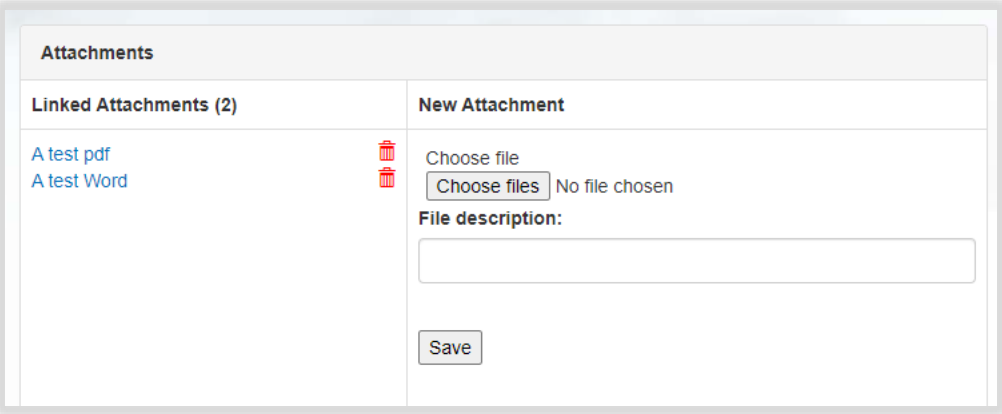
You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your reflective account, select "Edit" to view the record you have just created and upload a file.

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

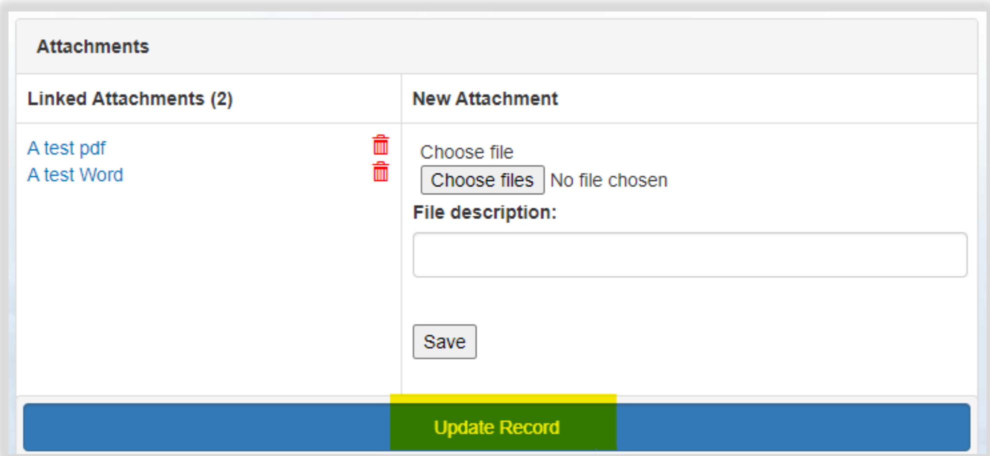
Add the upload by selecting "Choose files". You must enter a file description. Click "Save" once completed.



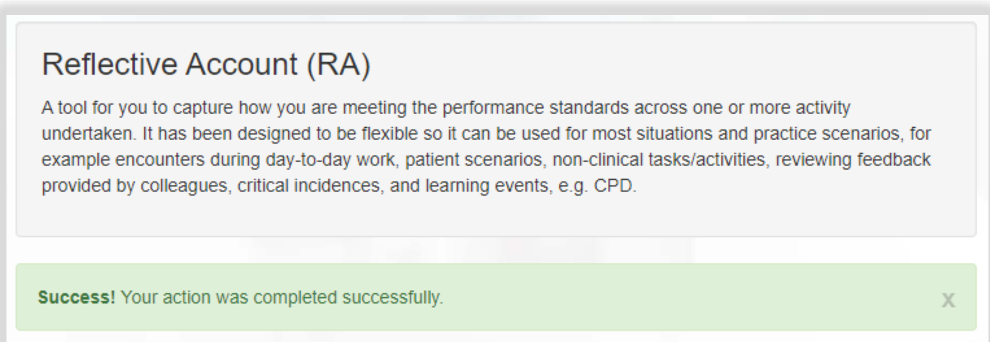
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



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



You will receive confirmation that the record has been updated.



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.

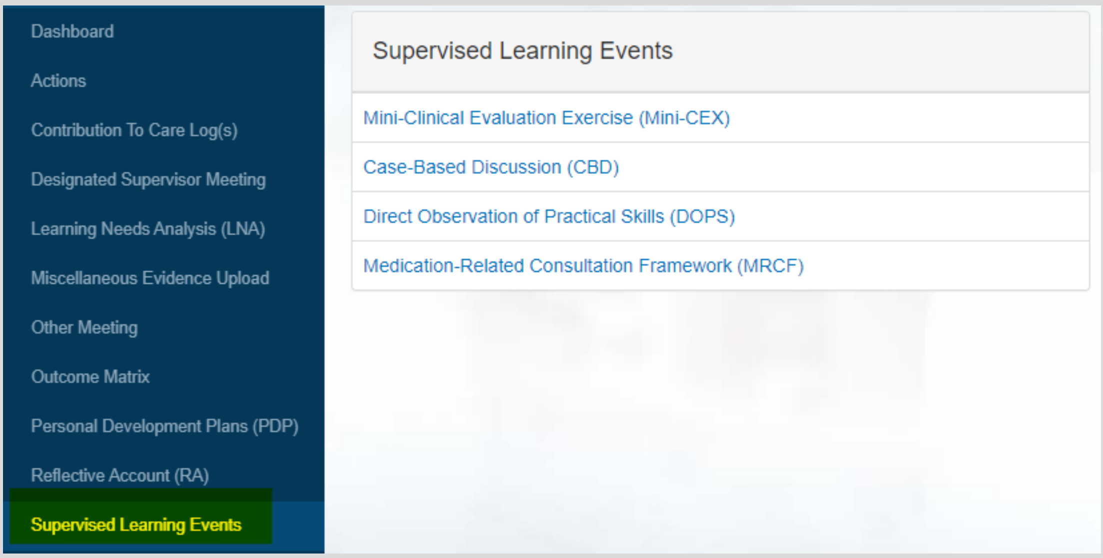
The SLEs within the E-portfolio are:

- 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)

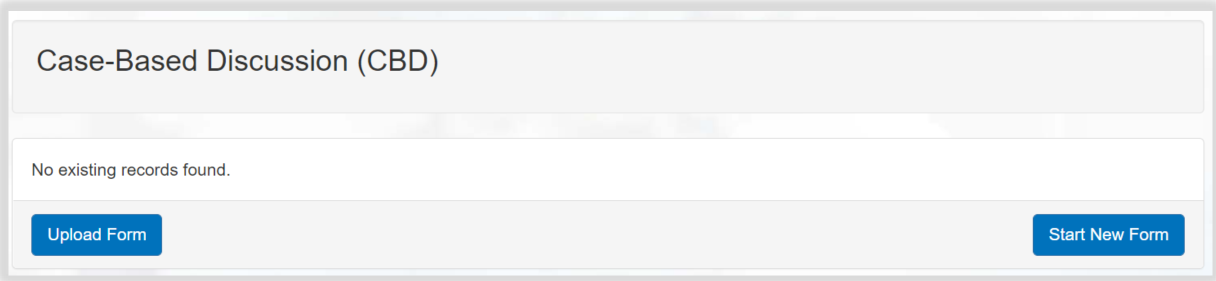
The Case-based discussion assessment tool is a retrospective evaluation of your input into patient care. It assesses clinical decision-making and the application or use of pharmaceutical knowledge in the care of your patients. This should take approximately 30-40 minutes to complete which includes time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

A downloadable version of the form can be found here.

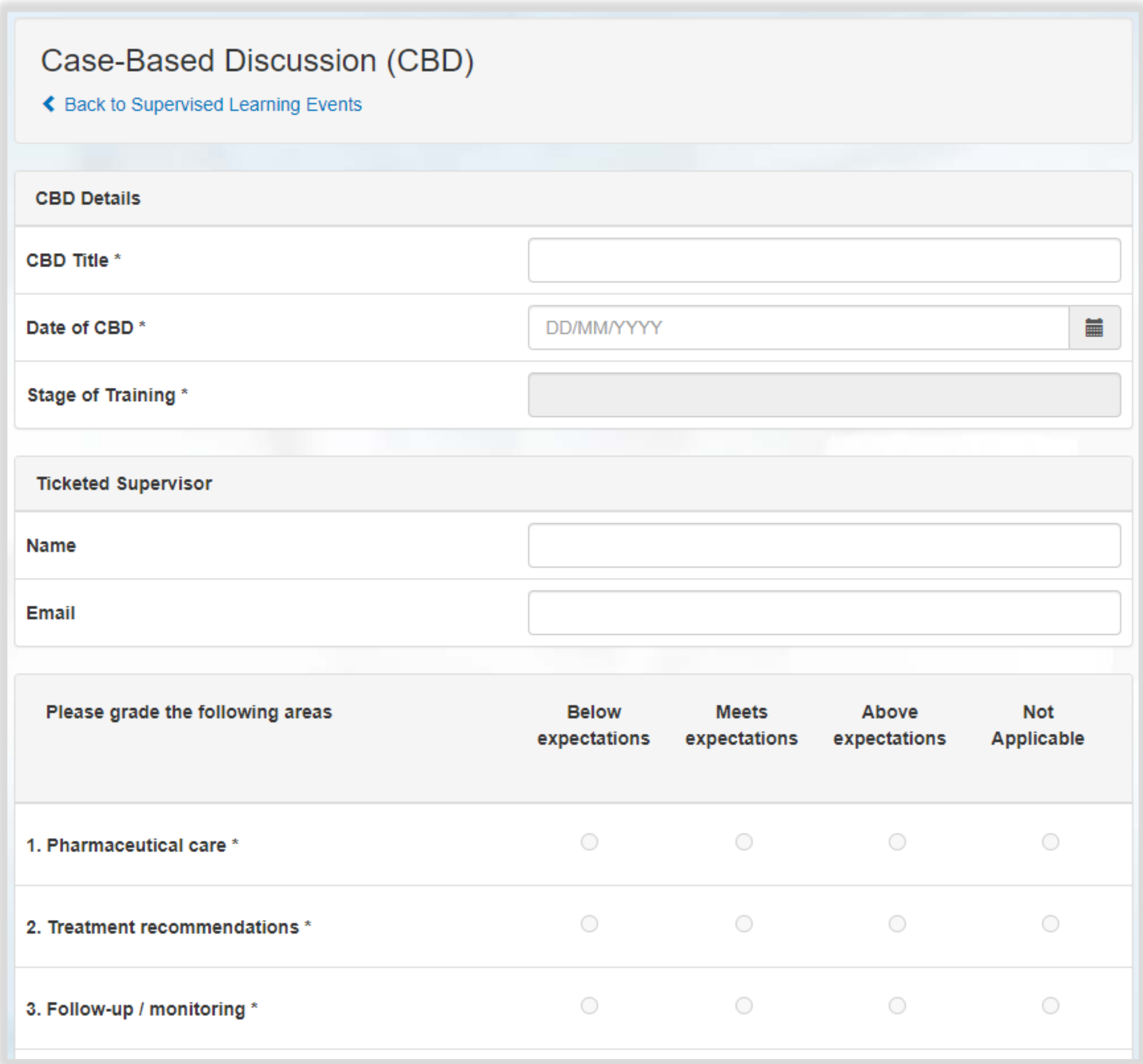
8.1.1 Creating and completing a Case-Based Discussion

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

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



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

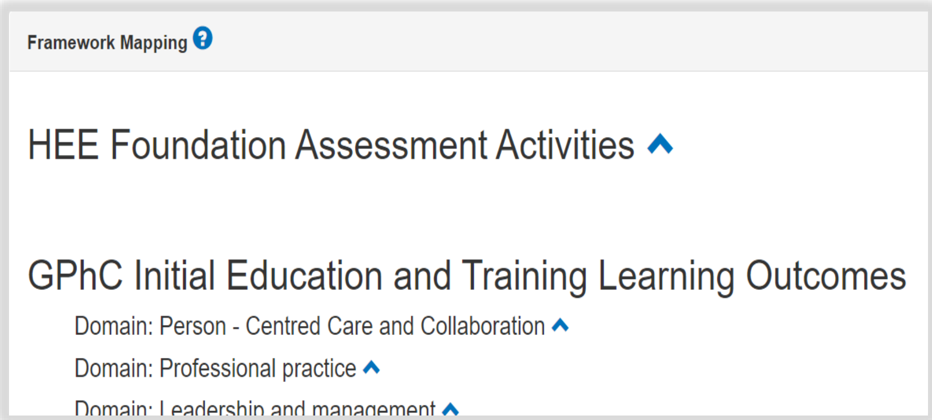
Email

Please grade the following areas	Below expectations	Meets expectations	Above expectations	Not Applicable
1. Pharmaceutical care *				
2. Treatment recommendations *				
3. Follow-up / monitoring *				

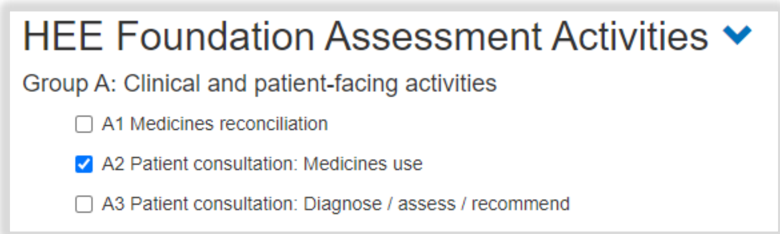
NOTE: You will notice there are rating fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

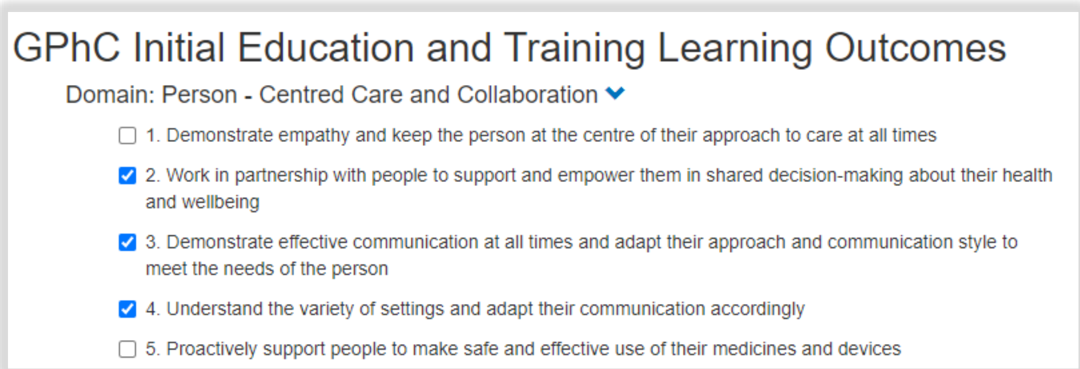
Continue and complete the rest of the form as instructed.

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



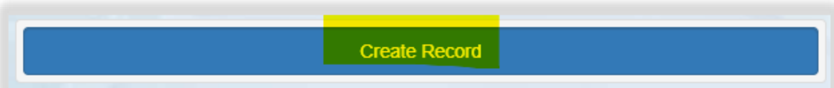
Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.



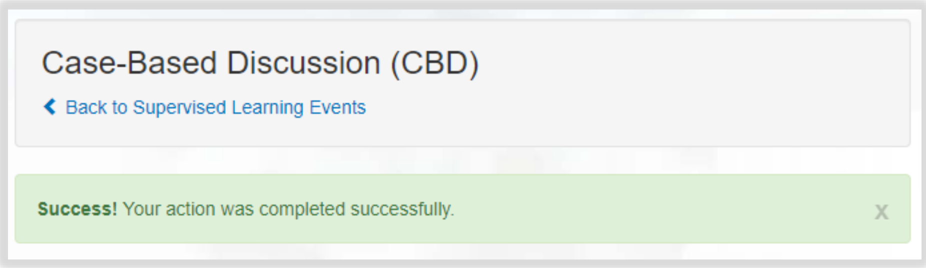


NOTE: GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

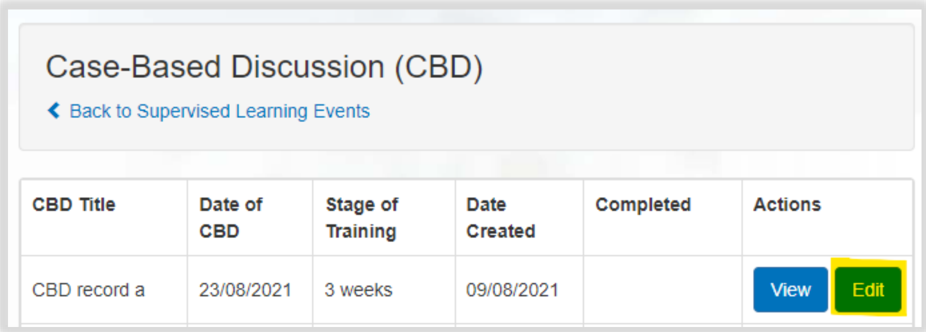
When you have completed all the required fields, select “Create Record”.



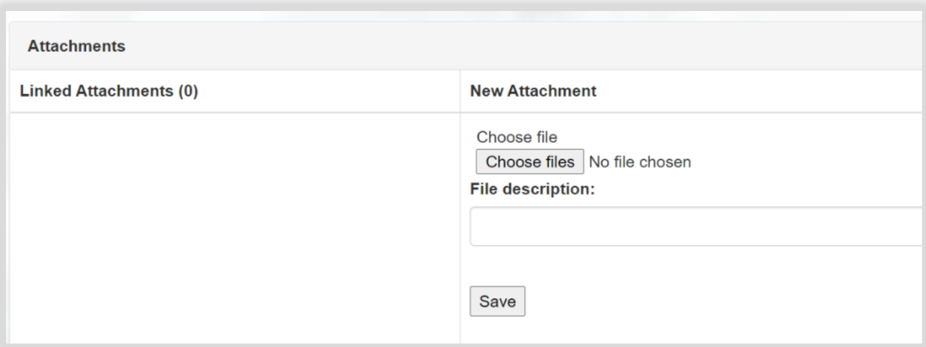
You will receive confirmation that the record has been saved and created.



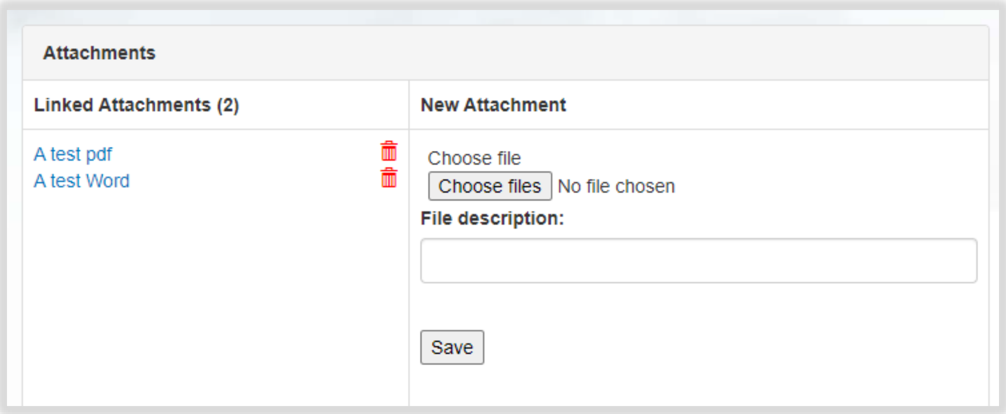
You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your Case-Based Discussion, select “Edit” to view the record you have just created and upload a file.



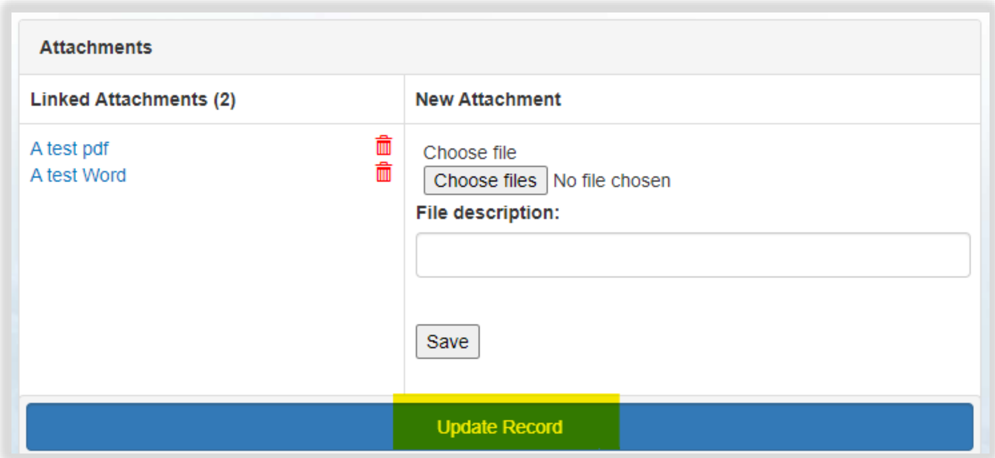
Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



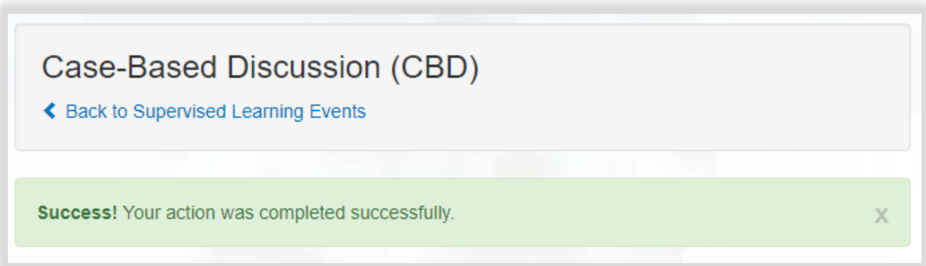
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



When you have finished editing select “Update Record”.



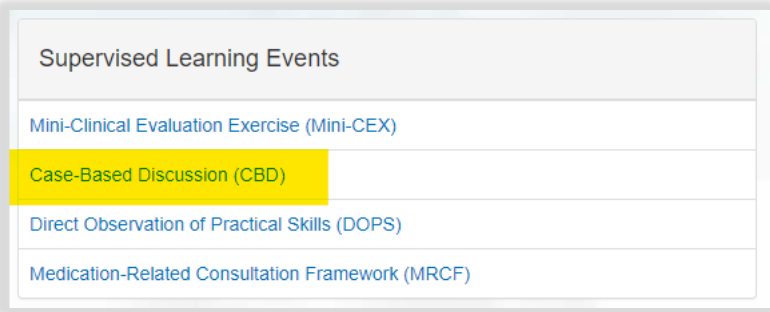
You will receive confirmation that the record has been updated.



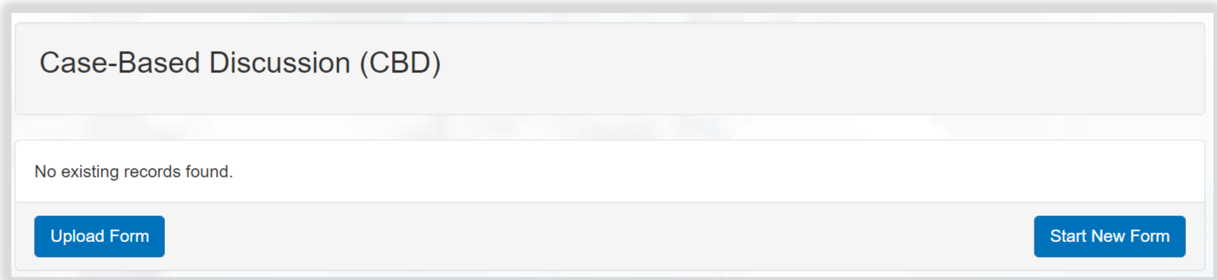
You can view and edit the form as per instructions provided in section 4.3.

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

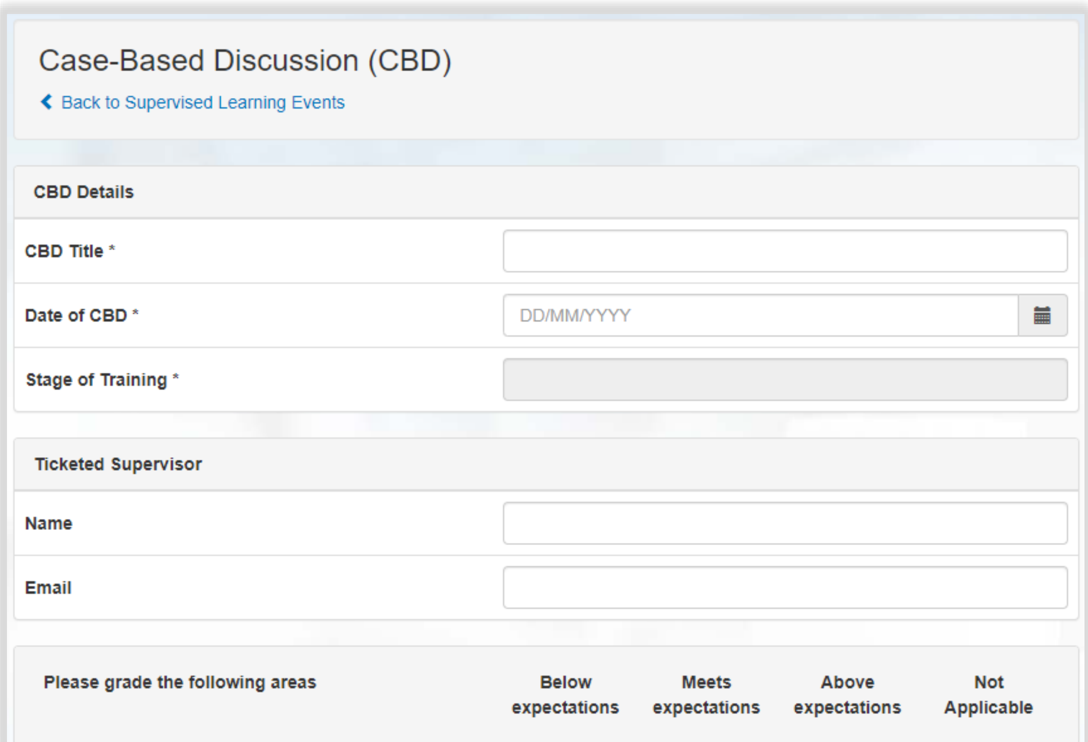
To access the Case-Based Discussion, select ‘Case-Based Discussion’ from the SLE page.



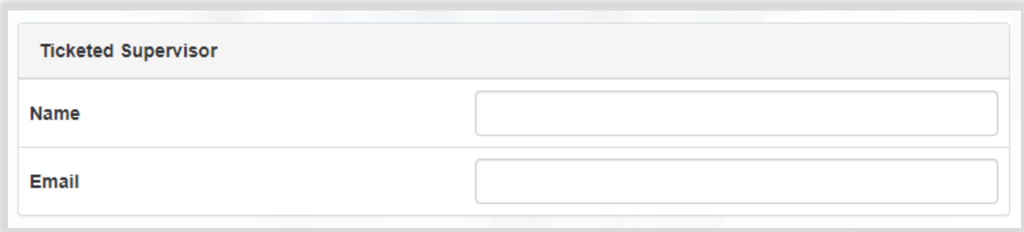
Select “Start New Form” to create a new record.



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



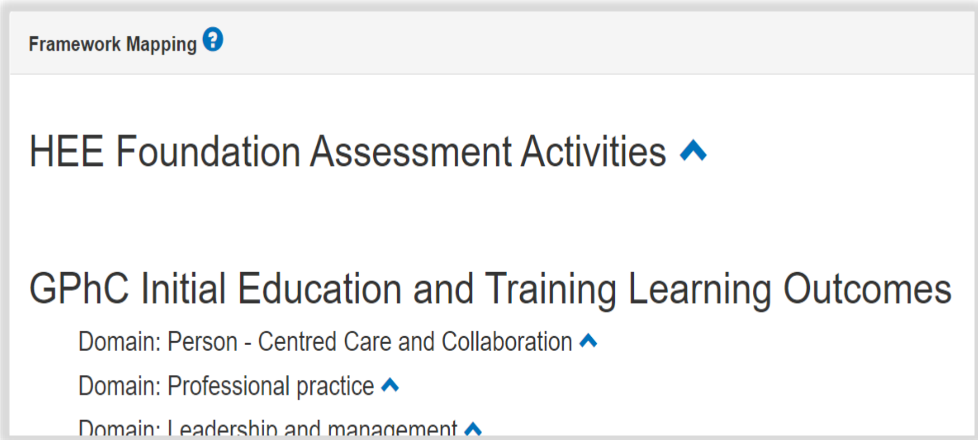
Enter in their full name and email address.



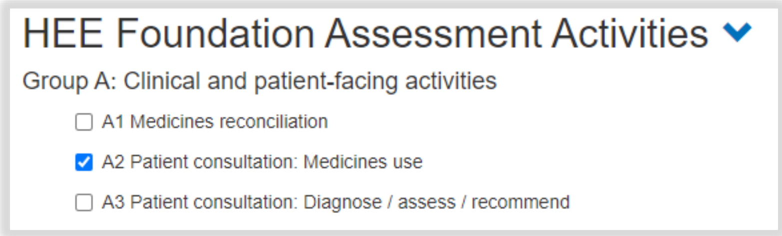
NOTE: You will notice there are rating fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

Continue and complete the rest of the form as instructed.

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



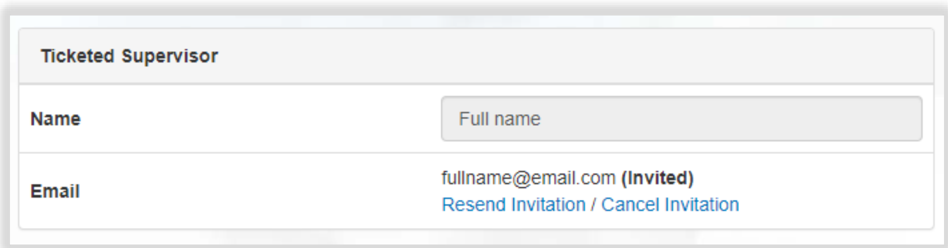
Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.



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.

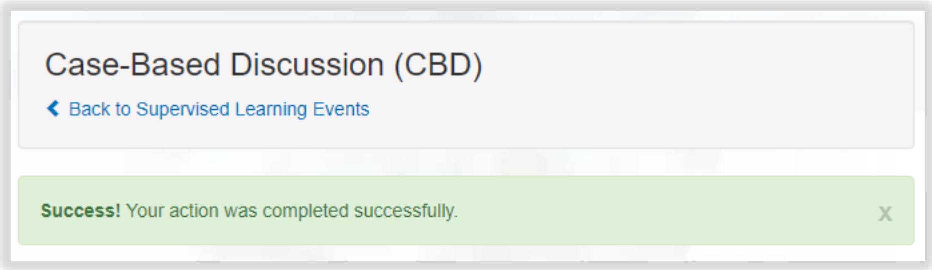
When you have completed all the required fields, select “Create Record and Send Email to Collaborator”.

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

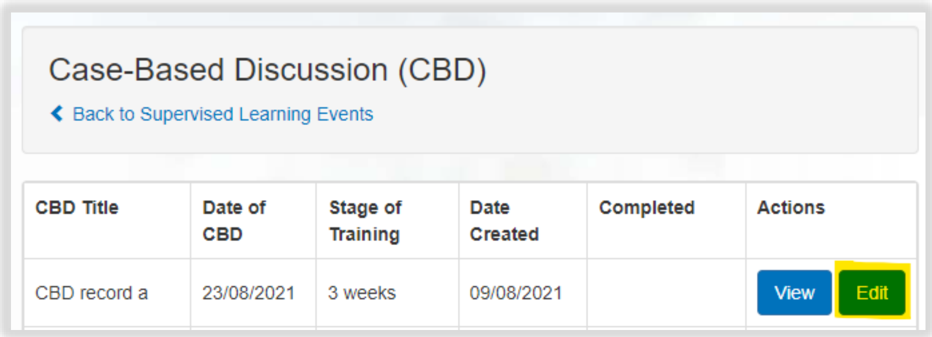


Your collaborator will receive an automatic email from the E-portfolio with a link to provide feedback. Please advise your collaborator to also check their junk folder as the automatic emails can on occasions be filtered out as spam.

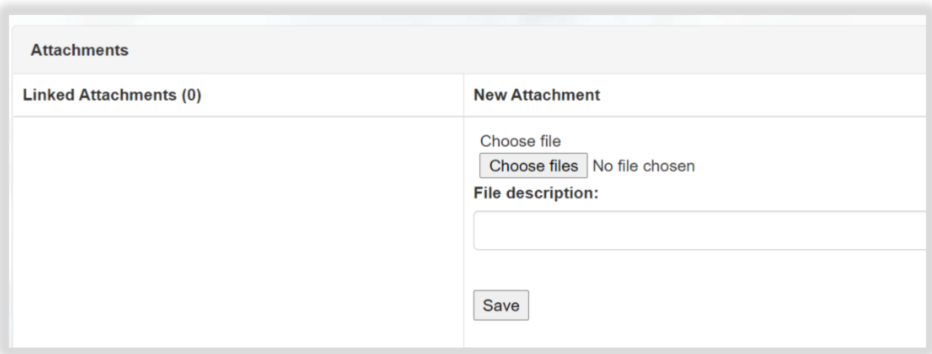
You will receive confirmation that the record has been saved and created.



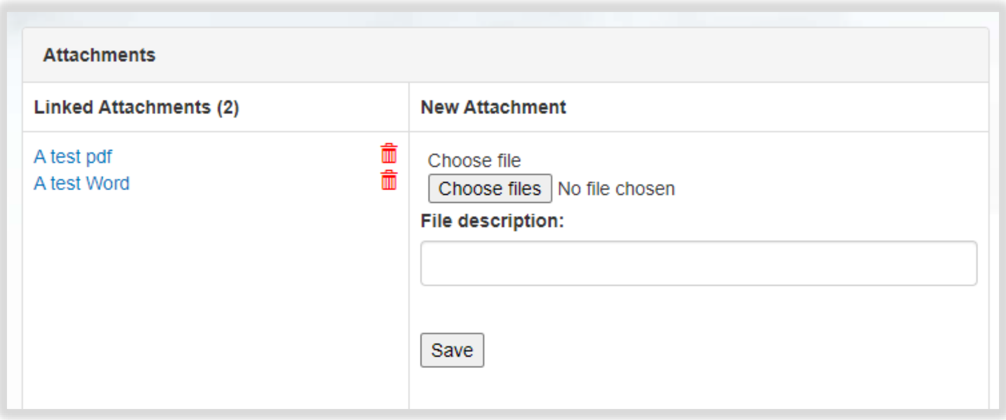
You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your Case-Based Discussion, select “Edit” to view the record you have just created and upload a file.



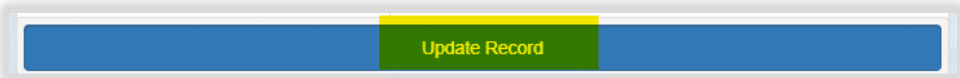
Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



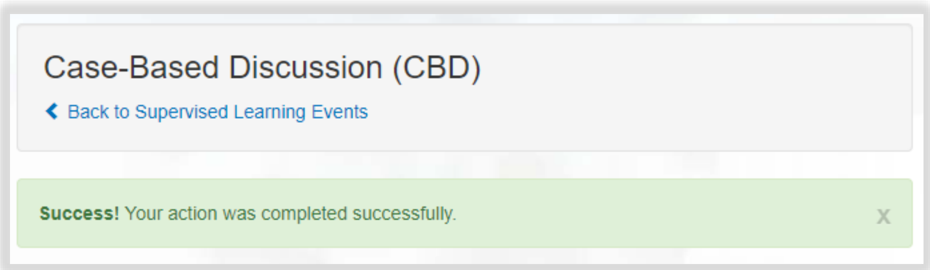
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



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



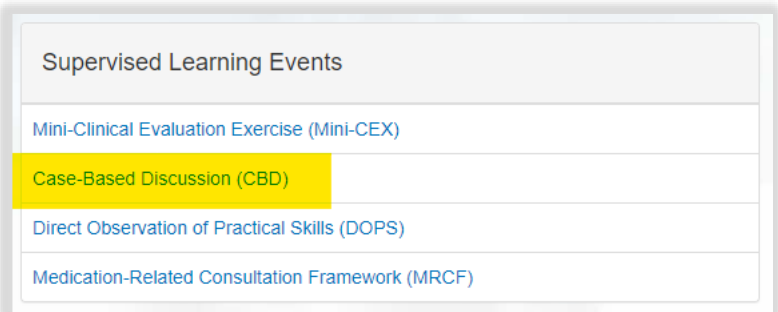
You will receive confirmation that the record has been updated.



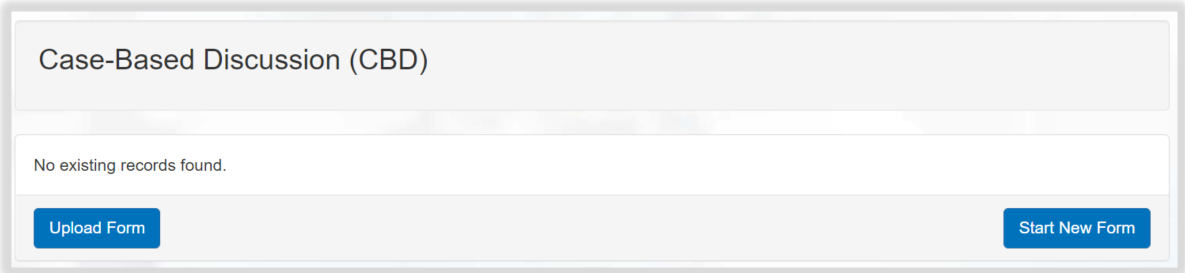
You can view the form as per instructions provided in section 4.3.

8.1.3 Uploading a Case-Based Discussion

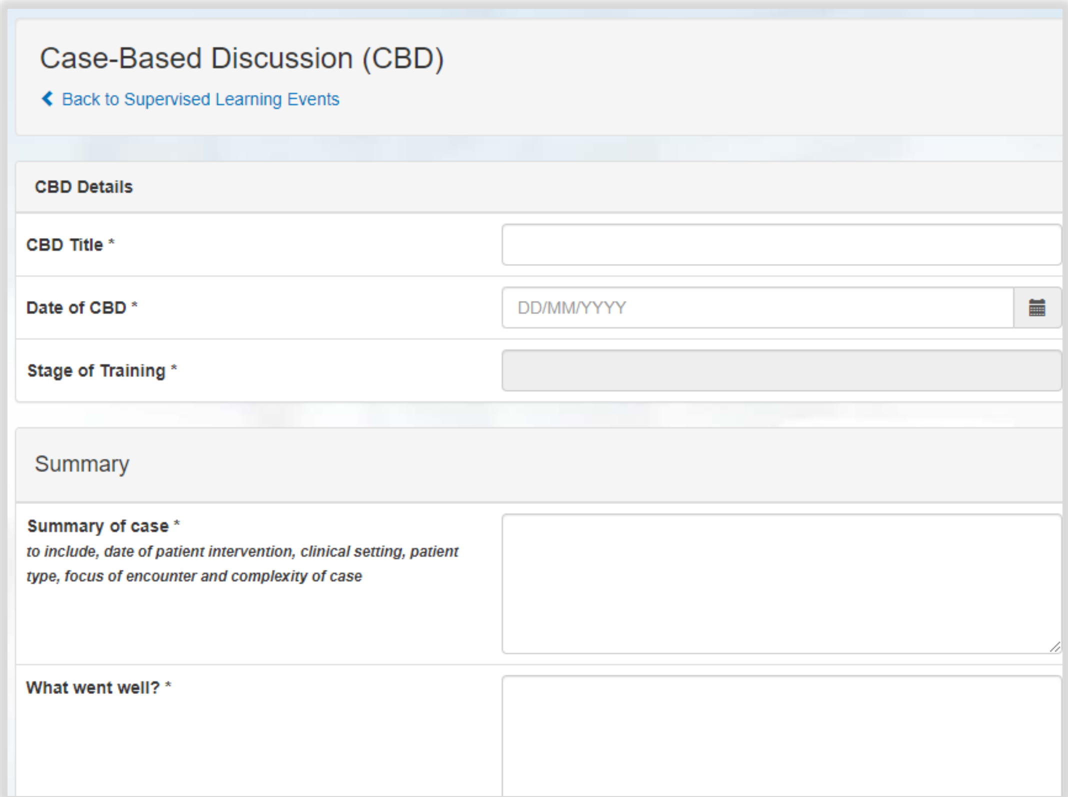
To access the Case-Based Discussion, select ‘Case-Based Discussion’ from the SLE page.

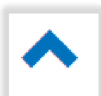


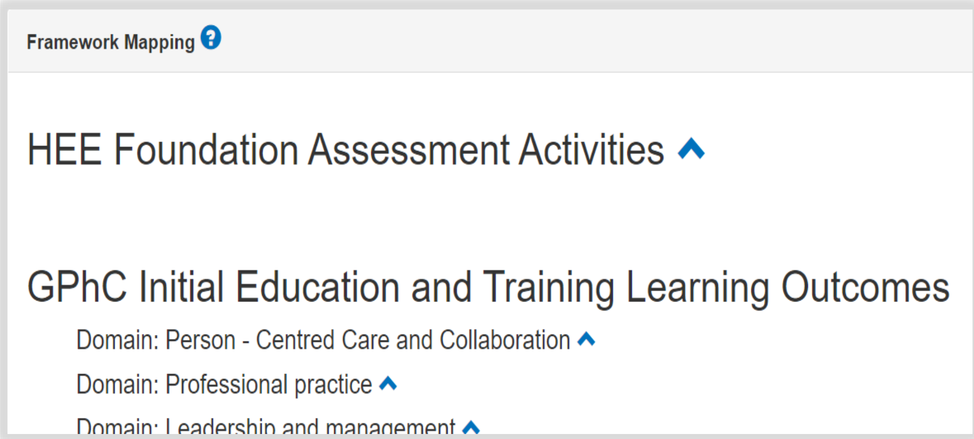
Select 'Upload Form'.



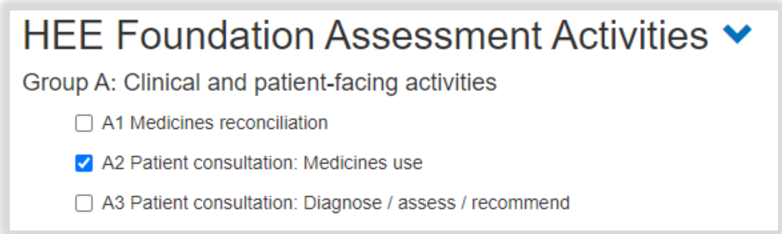
Complete the required fields as instructed.



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



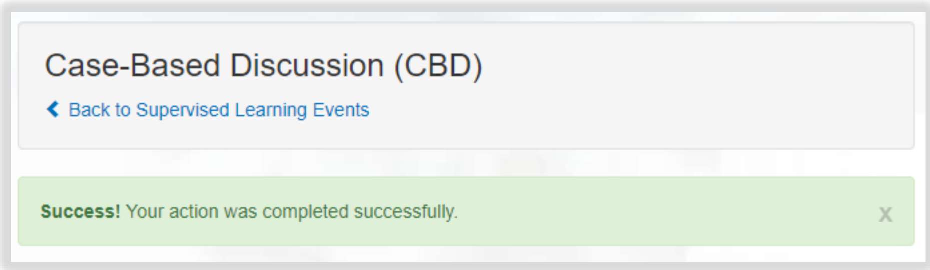
Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.



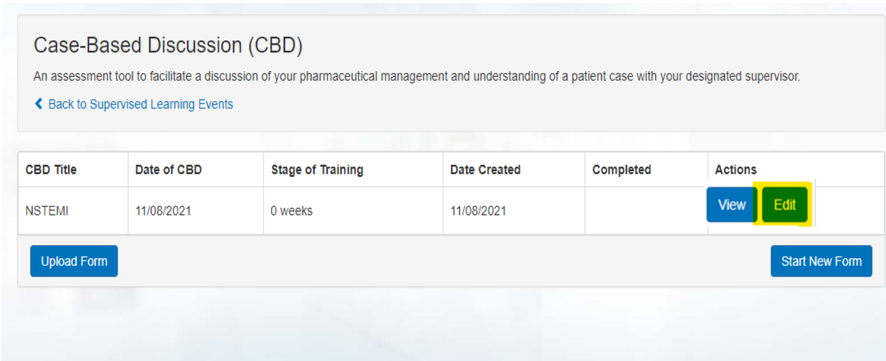
NOTE: GPhC learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

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

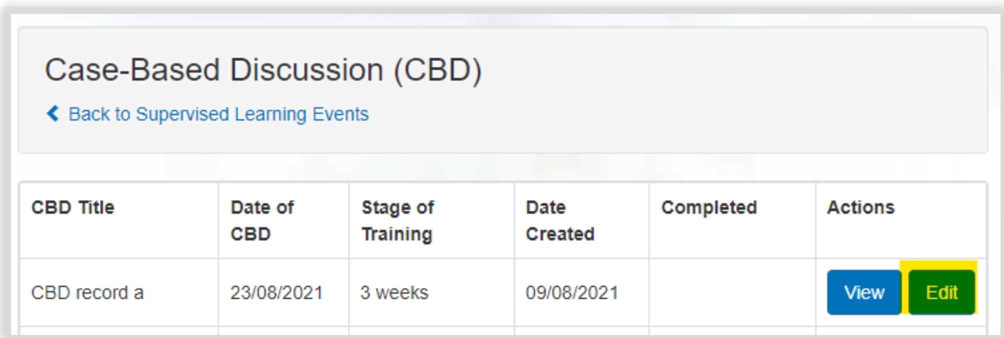
You will receive confirmation that the record has been saved and created.



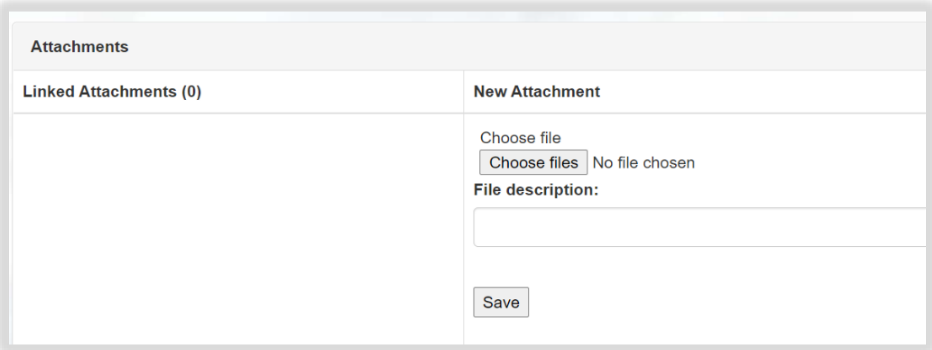
You will be directed to main case- based discussion page



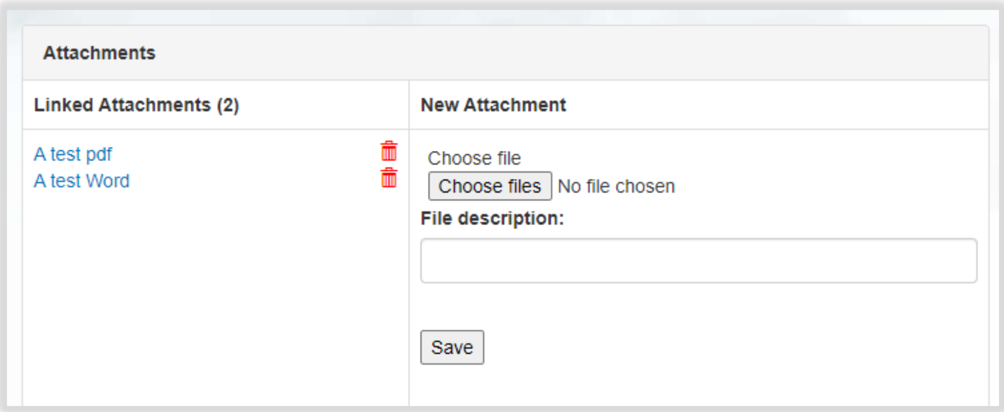
You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your Case-Based Discussion, select "Edit" to view the record you have just created and upload a file.



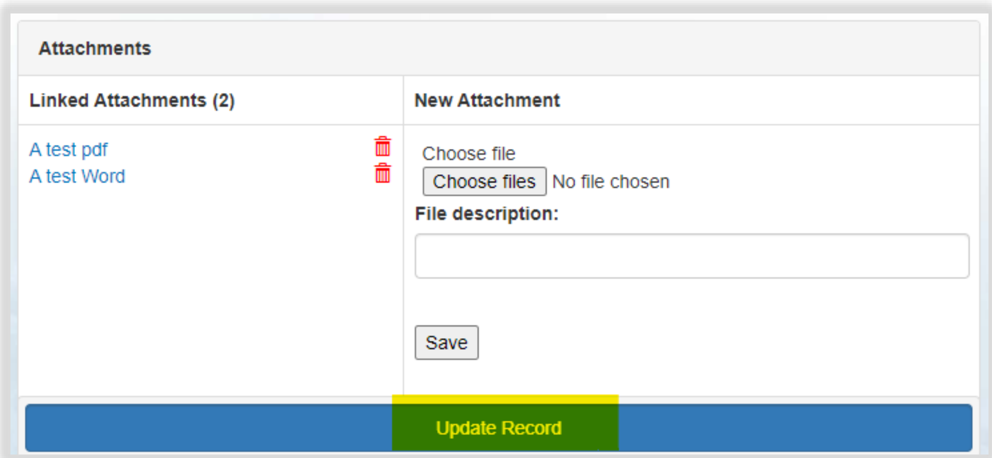
Add the upload by selecting "Choose files". You must enter a file description. Click "Save" once completed.



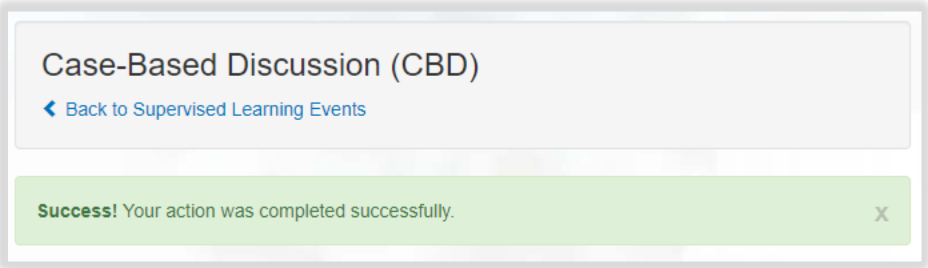
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



When the form is complete select "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.

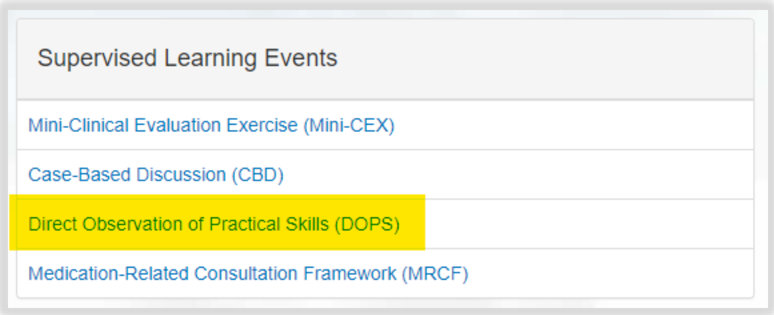
8.2 Direct Observation of Practical Skills (DOPS)

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.

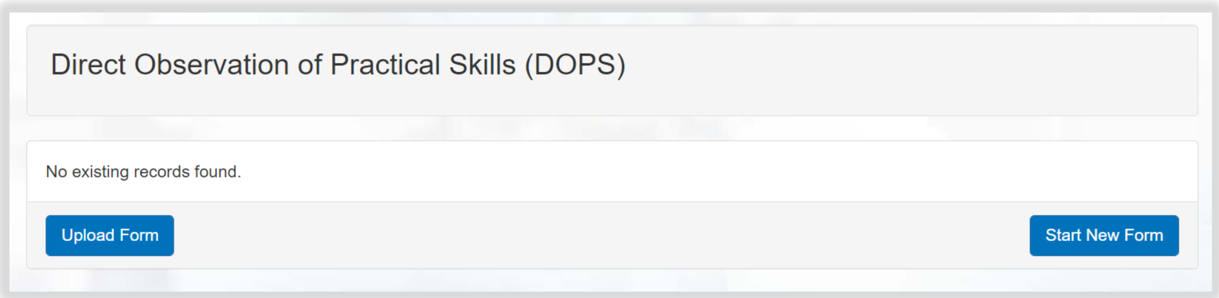
A downloadable version of the form can be found here.

8.2.1 Creating and completing a Direct Observation of Practical Skills

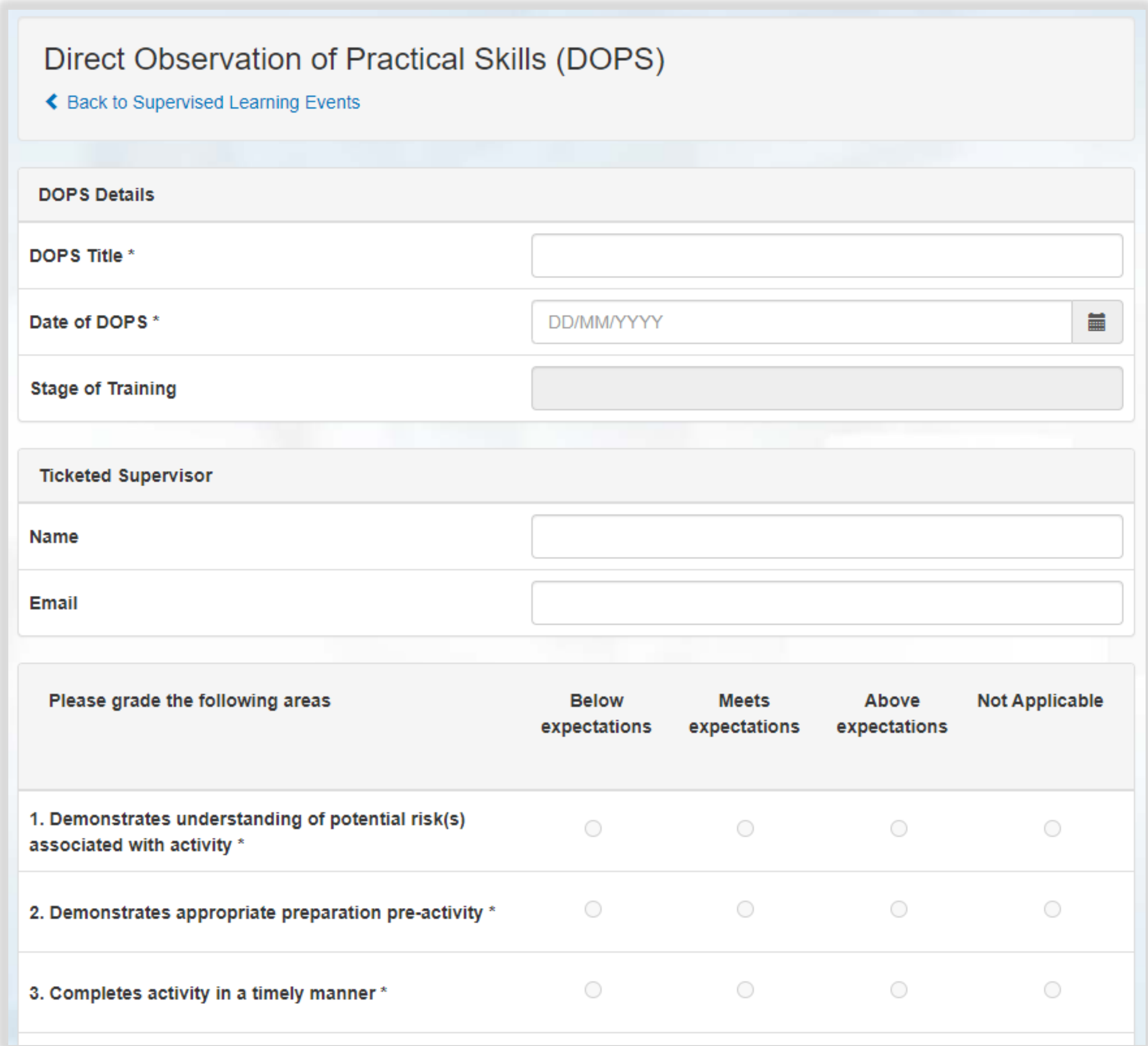
To access the Direct Observation of Practical Skills, select 'Direct Observation of Practical Skills' from the SLE page.



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



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 * DD/MM/YYYY

Stage of Training

Ticketed Supervisor

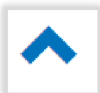
Name

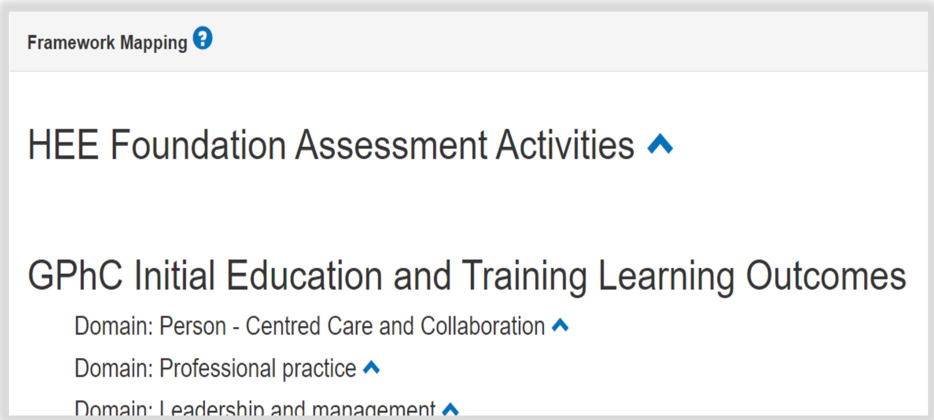
Email

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

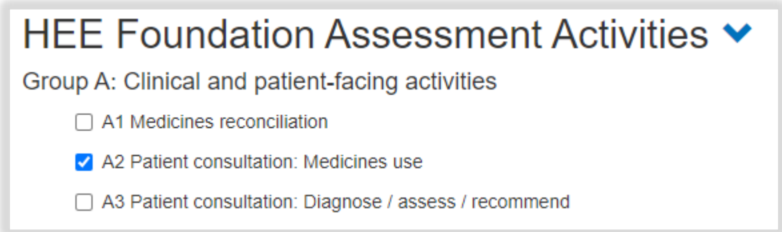
NOTE: You will notice there are rating fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

Continue and complete the rest of the form as instructed.

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

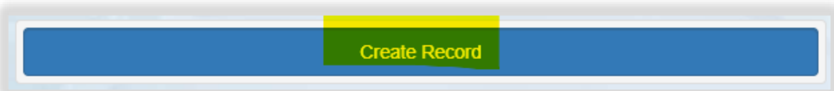


Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

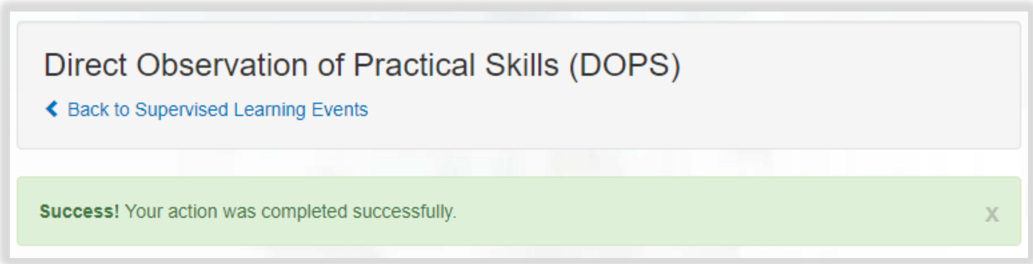


NOTE: GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

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

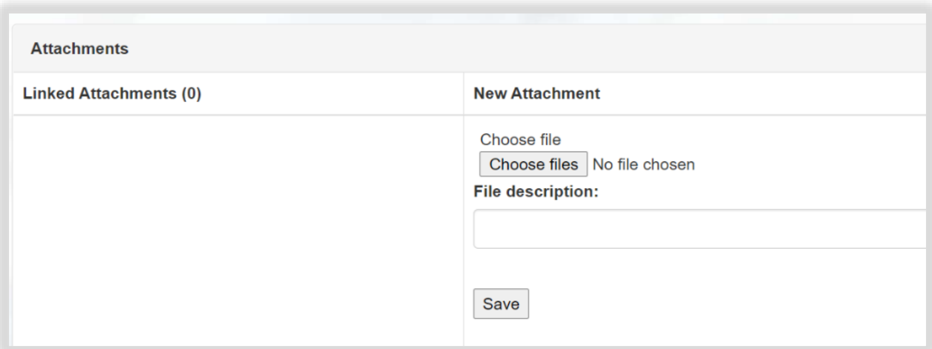


You will receive confirmation that the record has been saved and created.

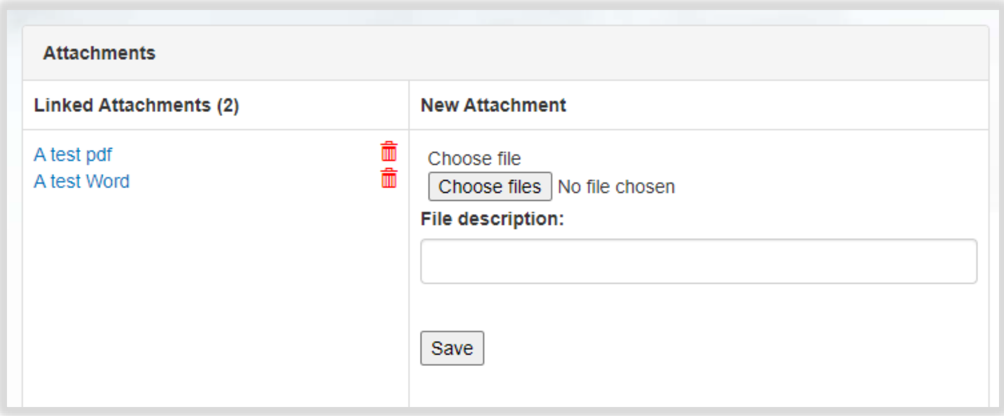


You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your Direct Observation of Practical Skills, select “Edit” to view the record you have just created and upload a file.

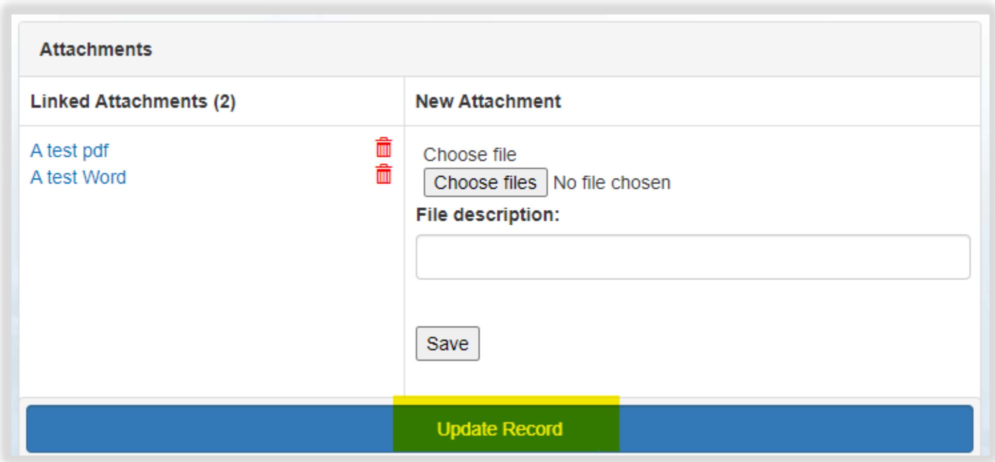
Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



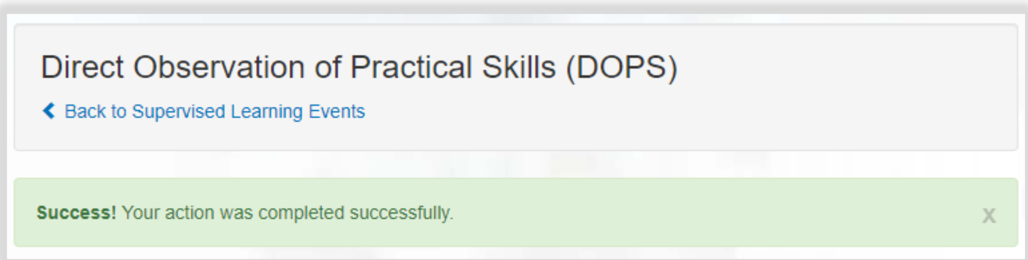
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



When you have finished editing select “Update Record”.



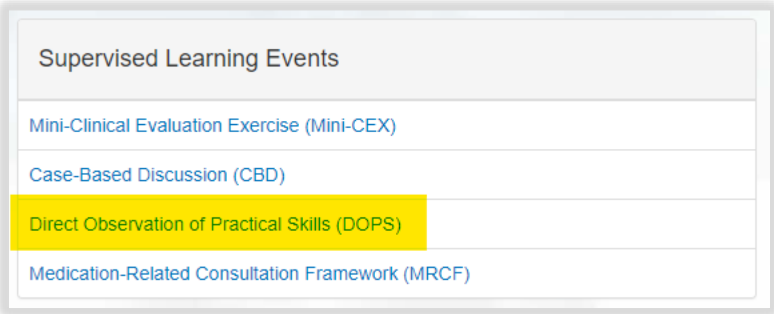
You will receive confirmation that the record has been updated.



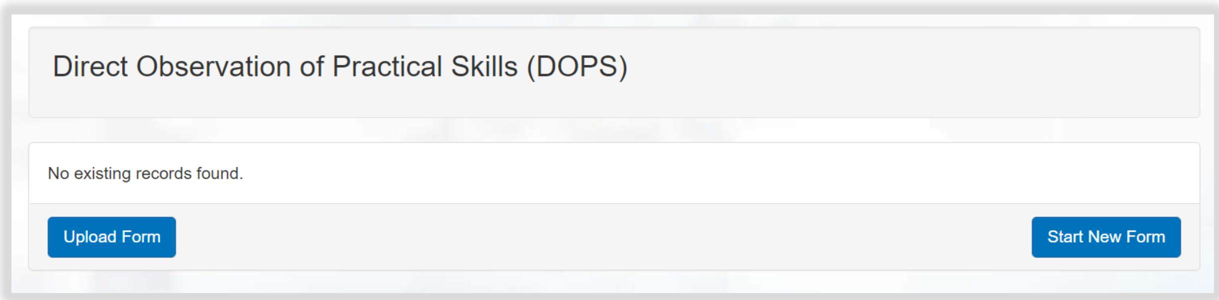
You can view and edit the form as per instructions provided in section 4.3.

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

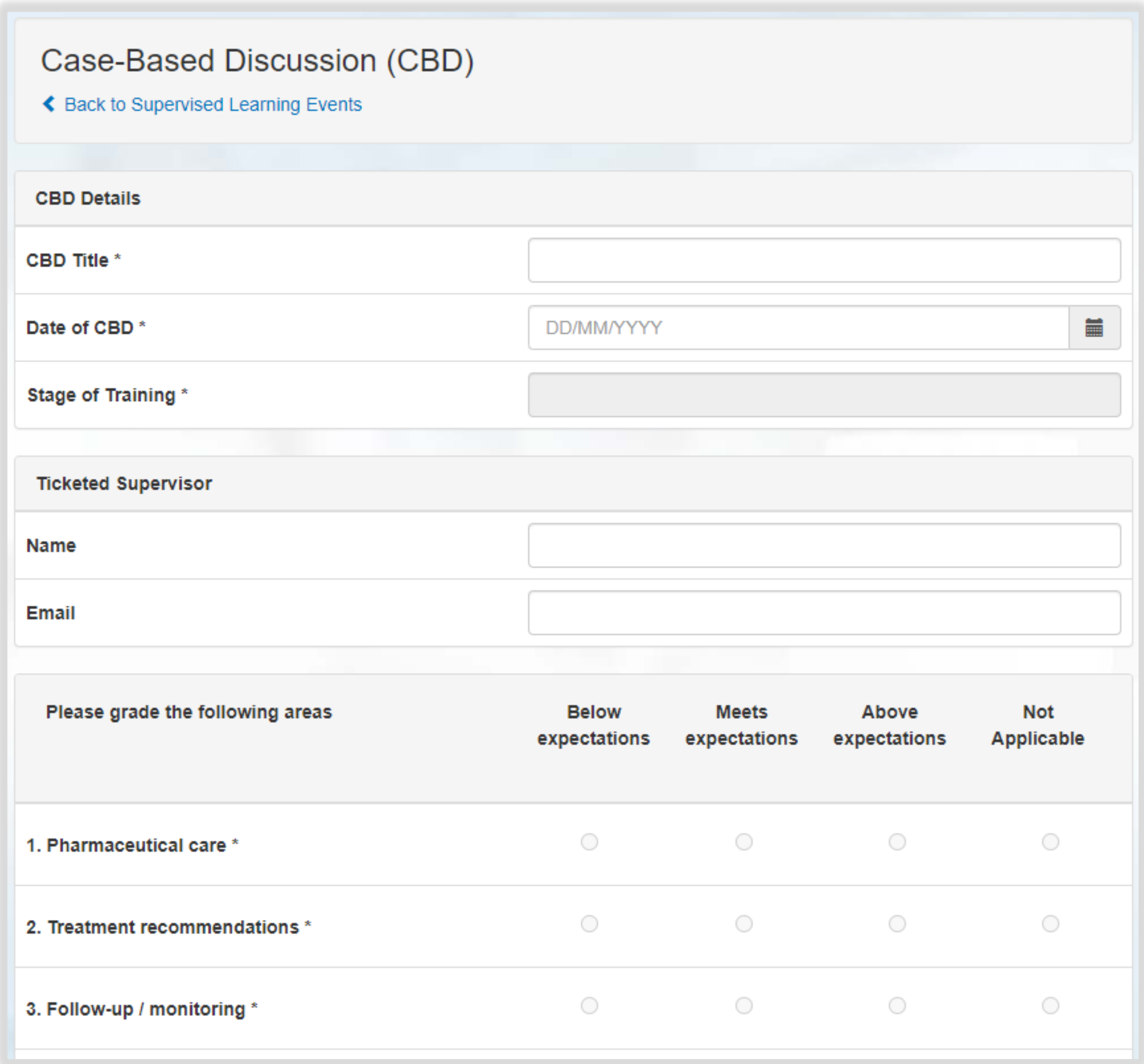
To access the Direct Observation of Practical Skills, select 'Direct Observation of Practical Skills' from the SLE page.



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



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

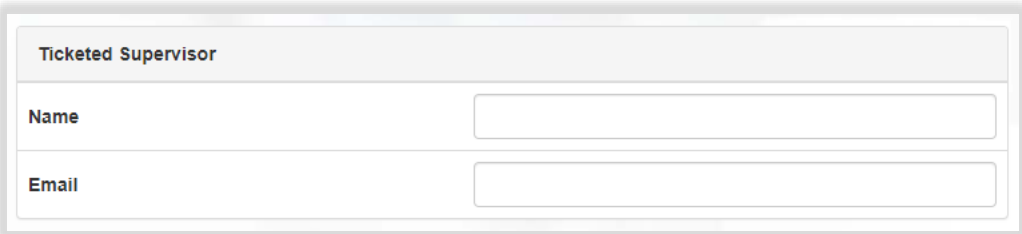
CBD Title *	
Date of CBD *	DD/MM/YYYY
Stage of Training *	

Ticketed Supervisor

Name	
Email	

Please grade the following areas	Below expectations	Meets expectations	Above expectations	Not Applicable
1. Pharmaceutical care *				
2. Treatment recommendations *				
3. Follow-up / monitoring *				

Enter in their full name and email address.

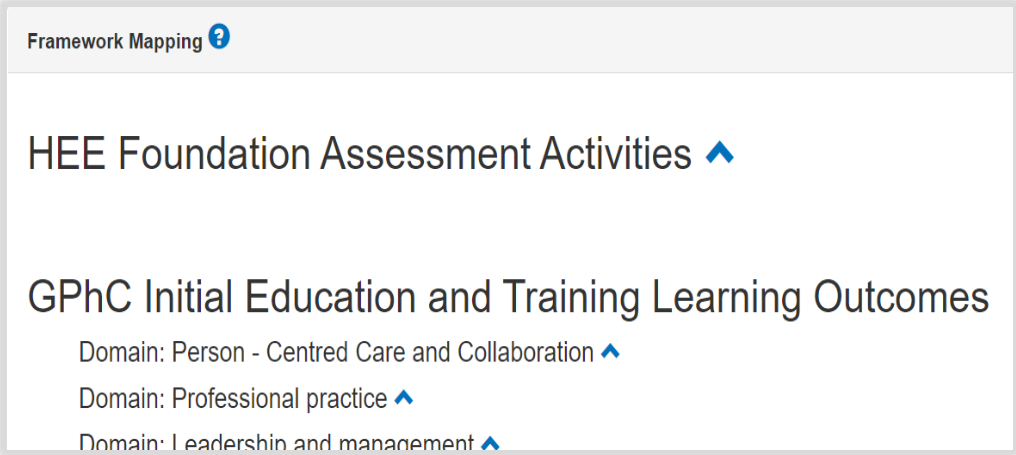

Ticketed Supervisor

Name	
Email	

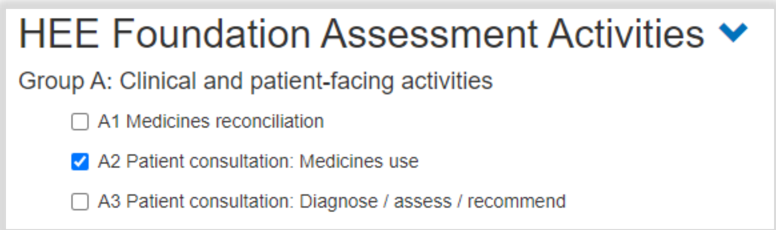
NOTE: You will notice there are rating fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

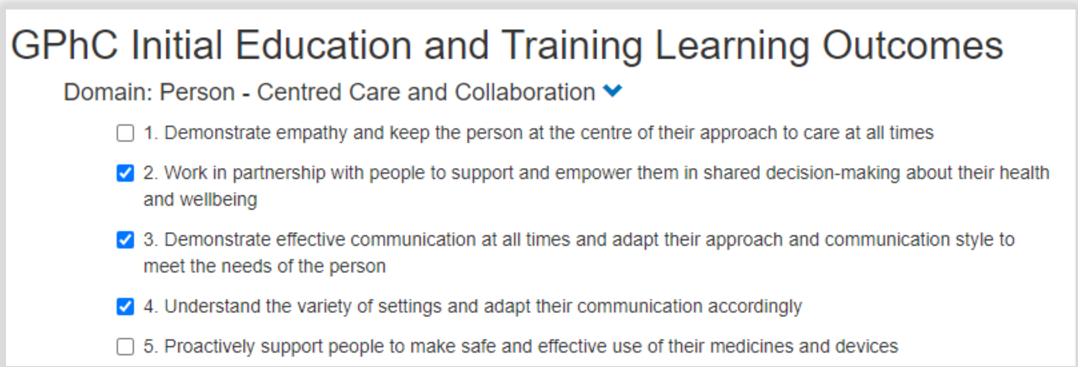
Continue and complete the rest of the form as instructed.

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



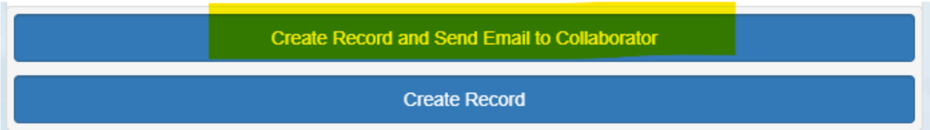
Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.



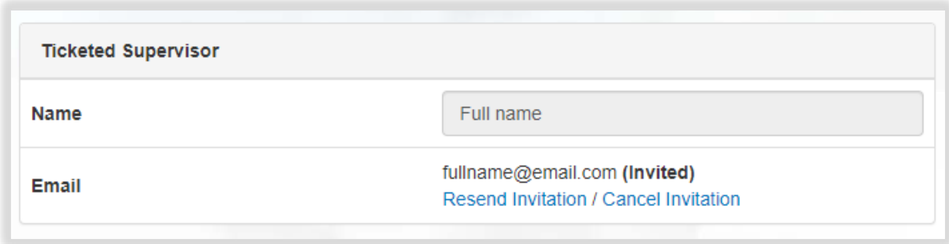


NOTE: GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

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



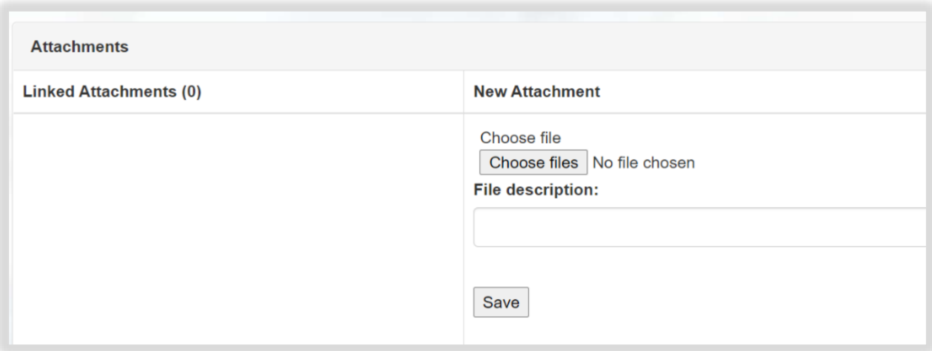
The form will update, and you will receive confirmation that the email has been sent.



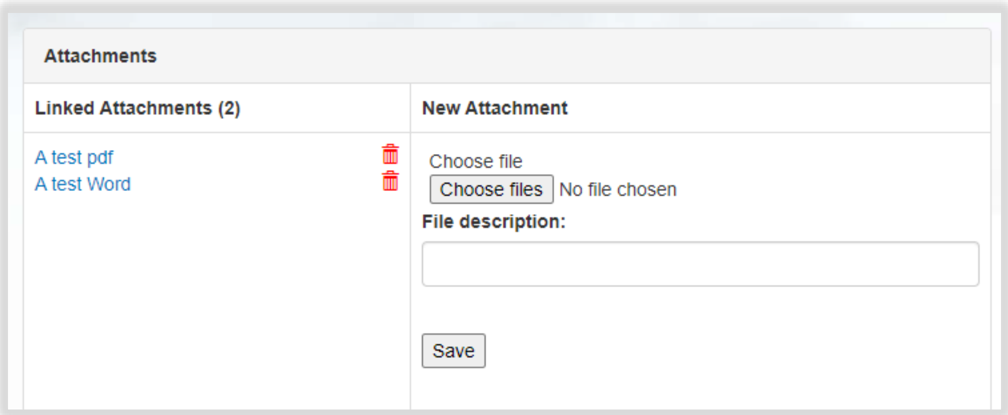
Your collaborator will receive an automatic email from the E-portfolio with a link to provide feedback. Please advise your collaborator to also check their junk folder as the automatic emails can on occasions be filtered out as spam.

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 Direct Observation of Practical Skills, select “Edit” to view the record you have just created and upload a file.

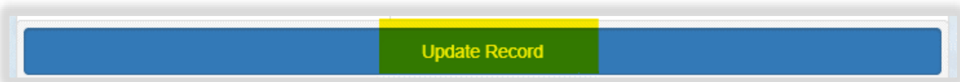
Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



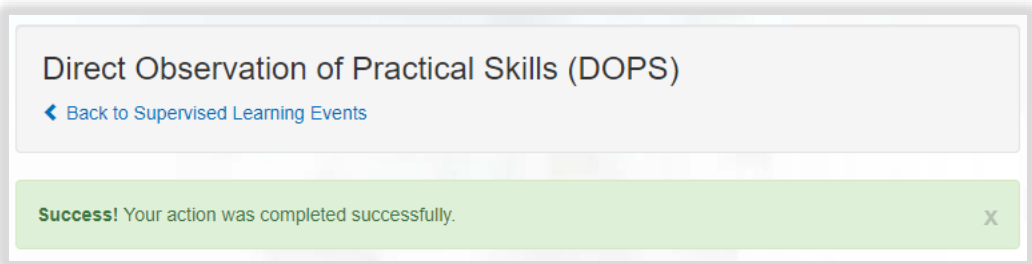
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



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



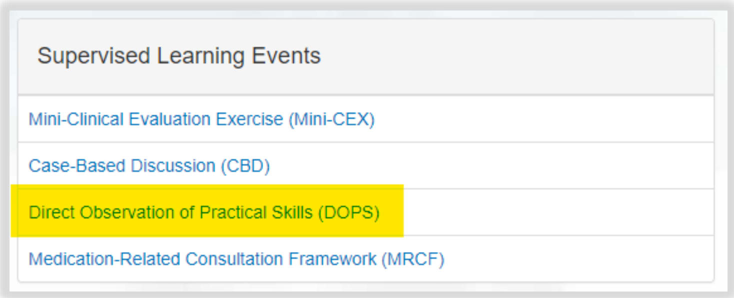
You will receive confirmation that the record has been updated.



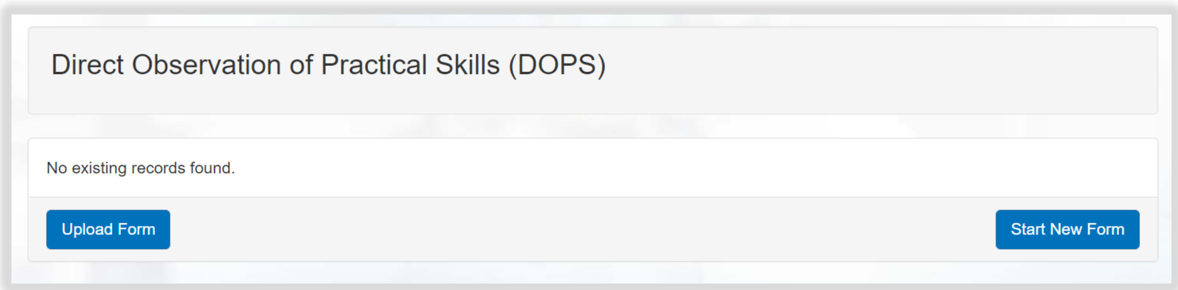
You can view the form as per instructions provided in section 4.3.

8.2.3 Uploading a Direct Observation of Practical Skills

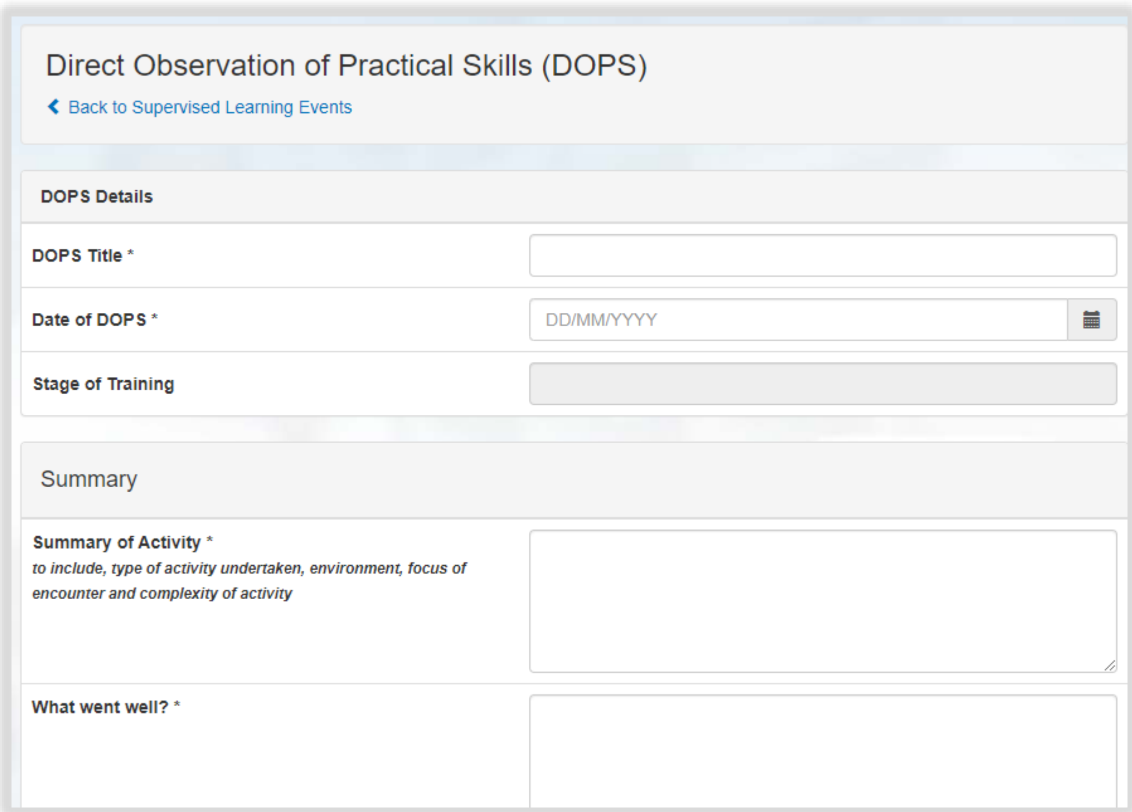
To access the Direct Observation of Practical Skills, select 'Direct Observation of Practical Skills' from the SLE page.



Select 'Upload Form'.

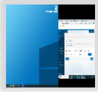


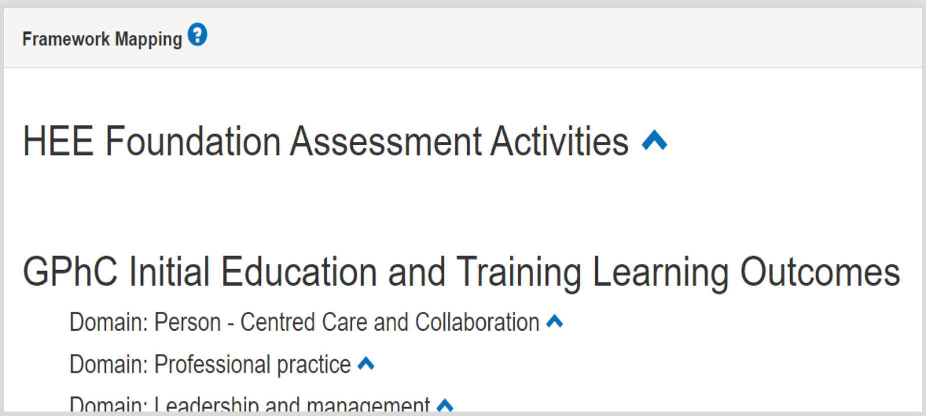
Complete the required fields as instructed.



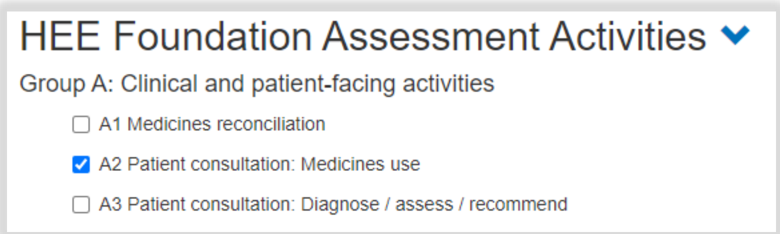
NOTE: You will notice there are rating fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

Continue and complete the rest of the form as instructed.

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

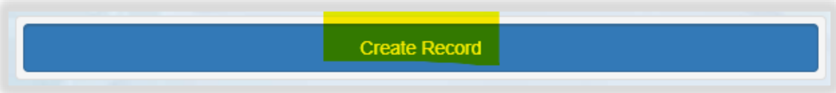


Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

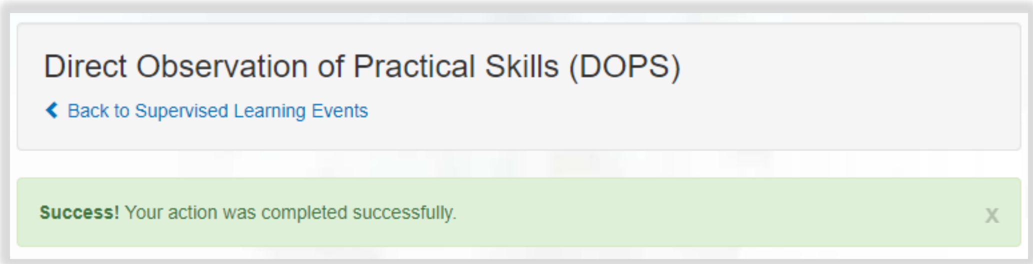


NOTE: GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

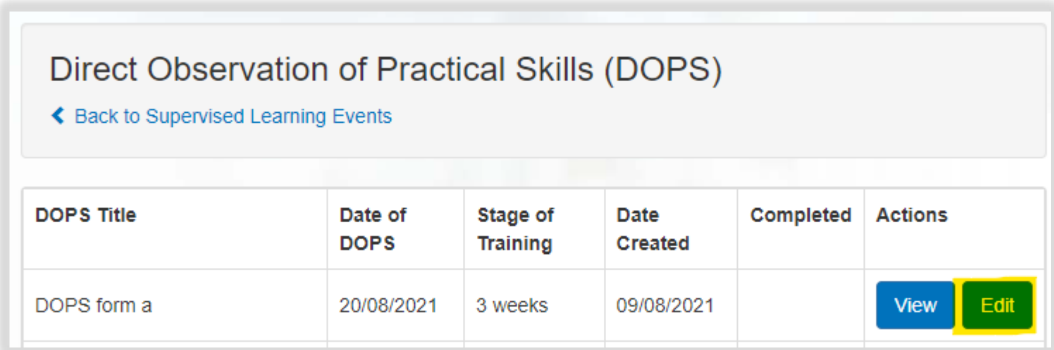
When you have completed all the required fields, select “Create Record”.



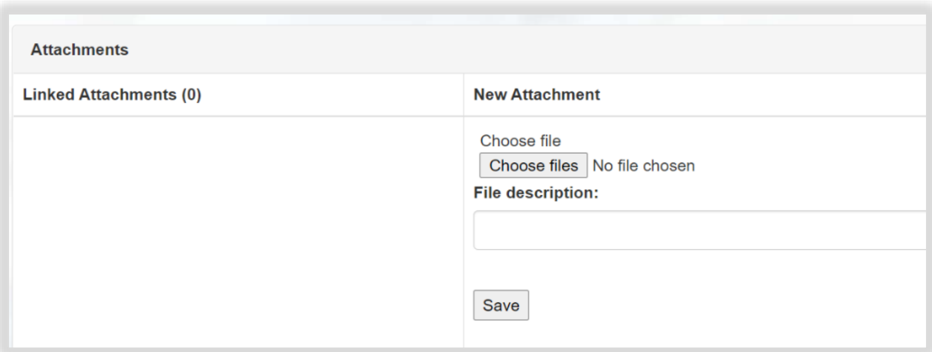
You will receive confirmation that the record has been saved and created.



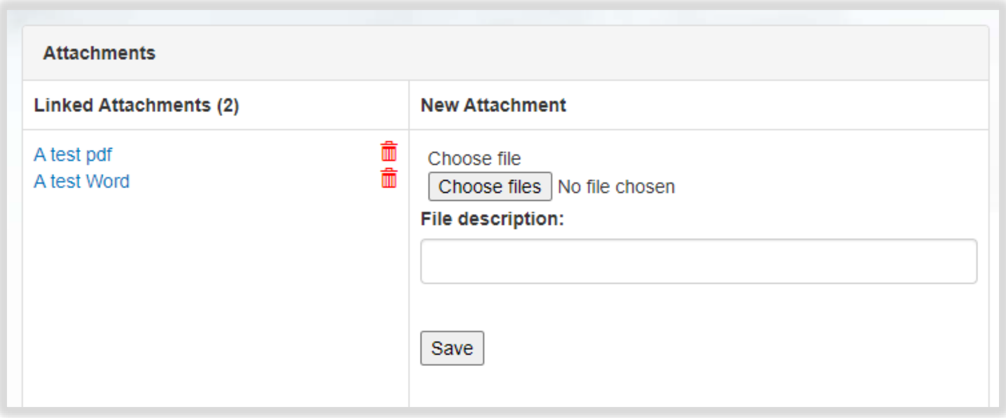
You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your Direct Observation of Practical Skills, select “Edit” to view the record you have just created and upload a file.



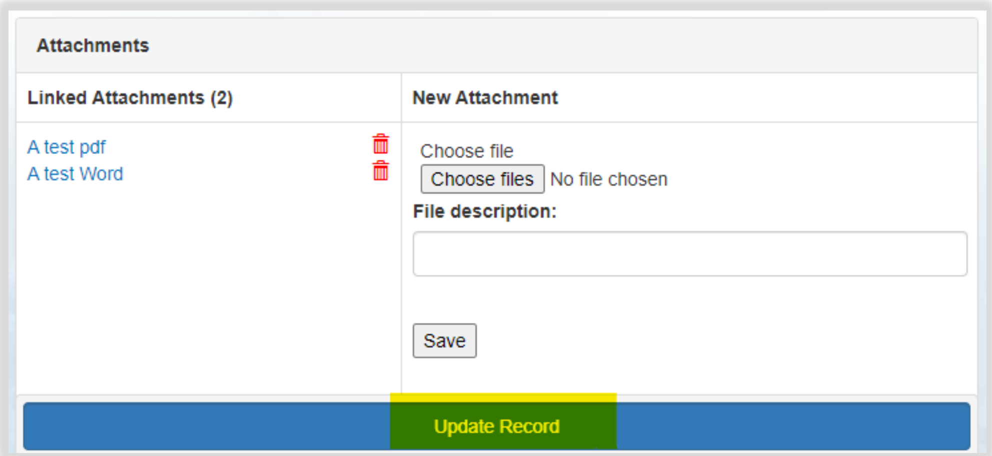
Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



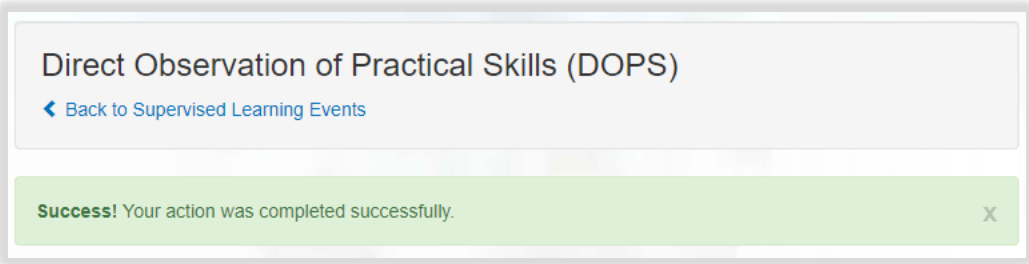
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



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



You will receive confirmation that the record has been updated.



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.

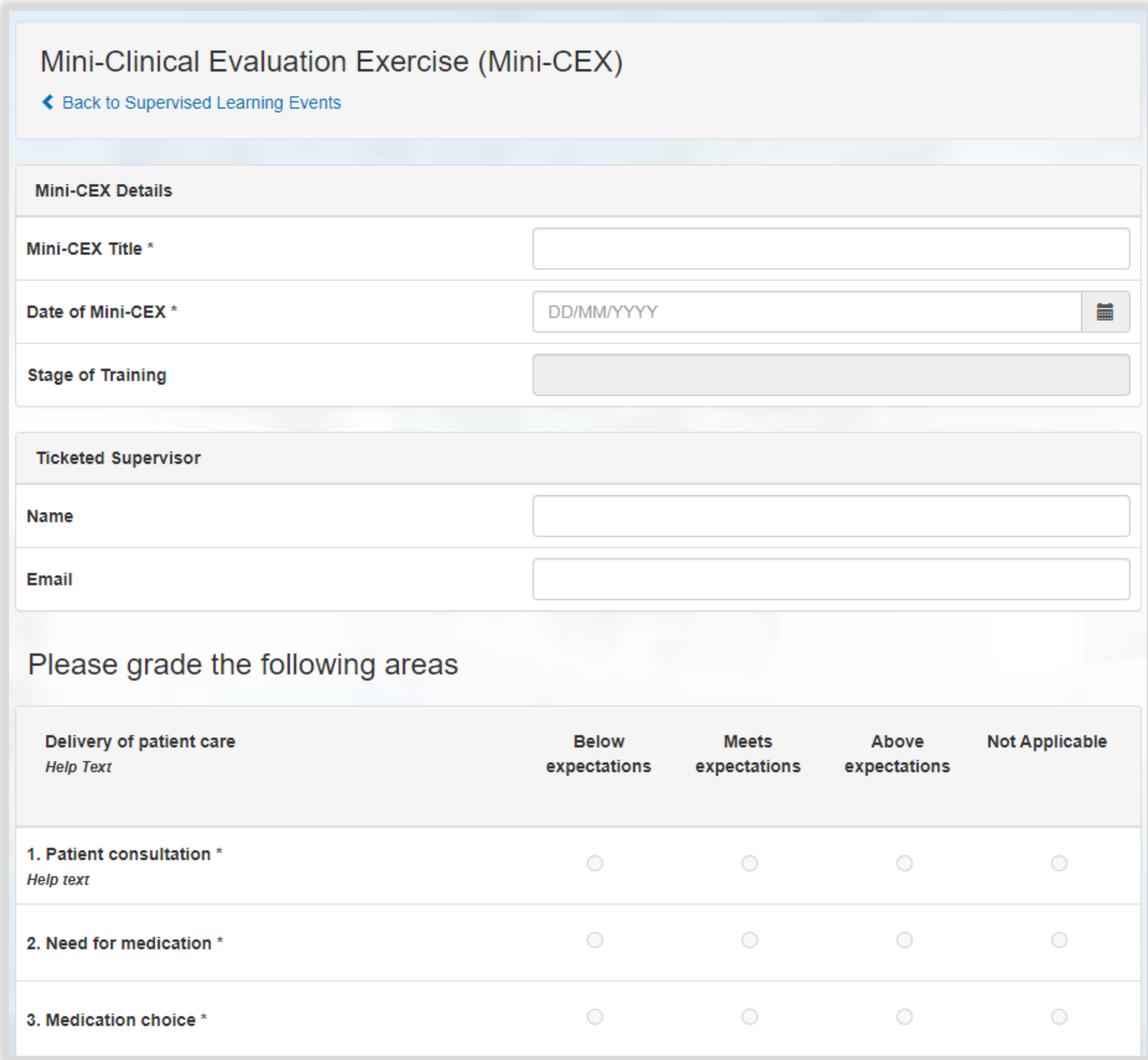
A downloadable version of the form can be found here.

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

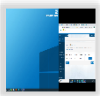
Name	
Email	

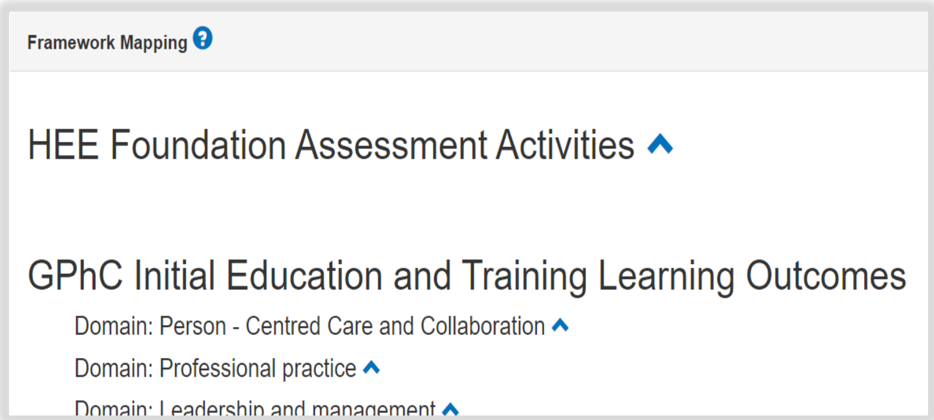
Please grade the following areas

Delivery of patient care *Help Text*	Below expectations	Meets expectations	Above expectations	Not Applicable
1. Patient consultation * *Help text*				
2. Need for medication *				
3. Medication choice *				

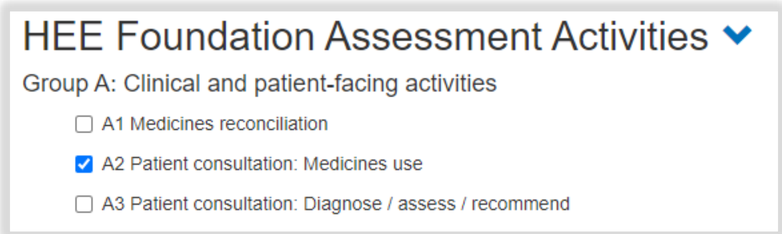
NOTE: You will notice there are rating fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

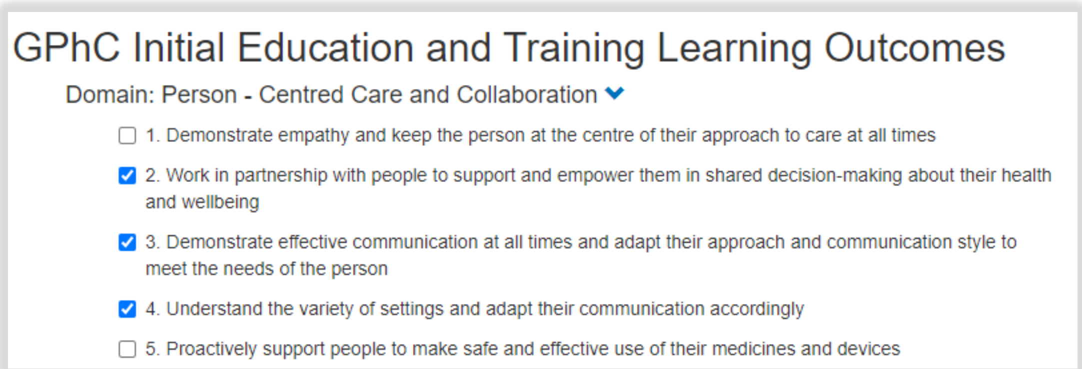
Continue and complete the rest of the form as instructed.

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



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

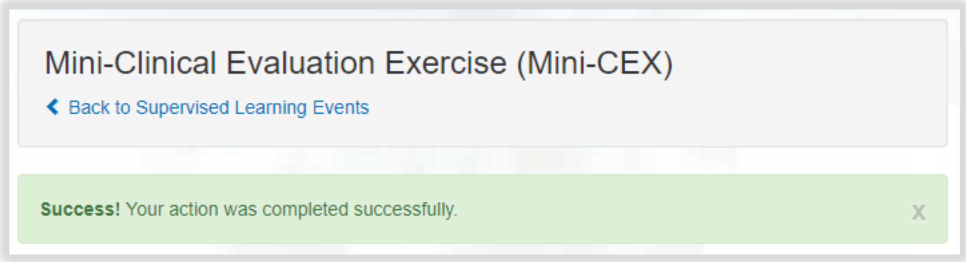




NOTE: GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

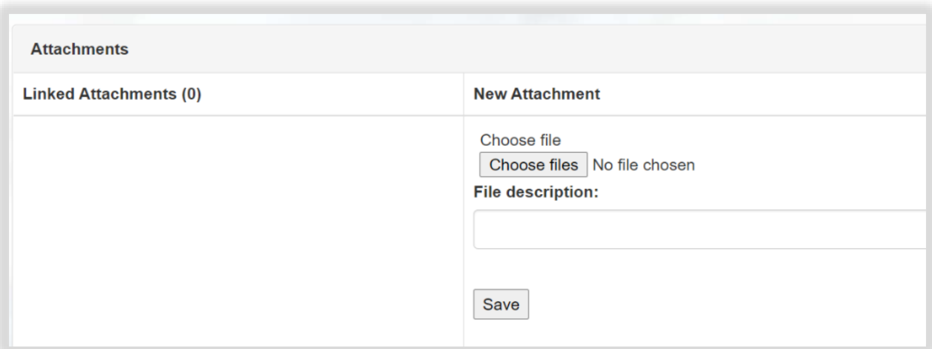
When you have completed all the required fields, select “Create Record”.

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

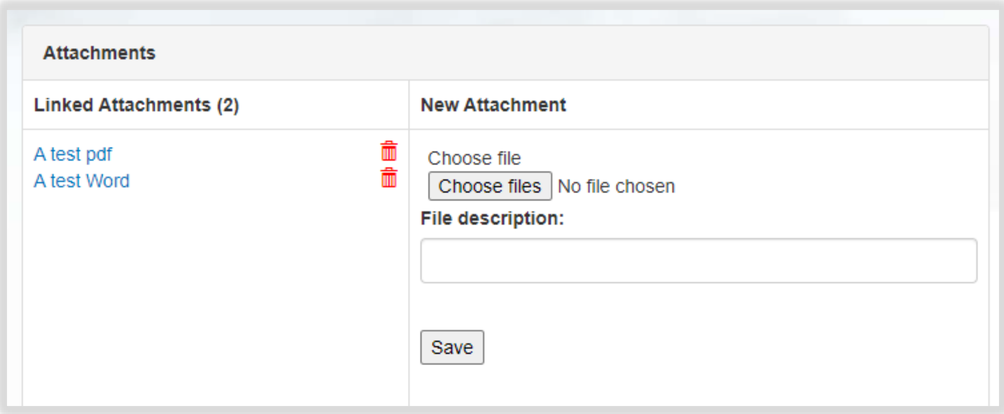


You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your Mini Clinical Evaluation Exercise, select “Edit” to view the record you have just created and upload a file.

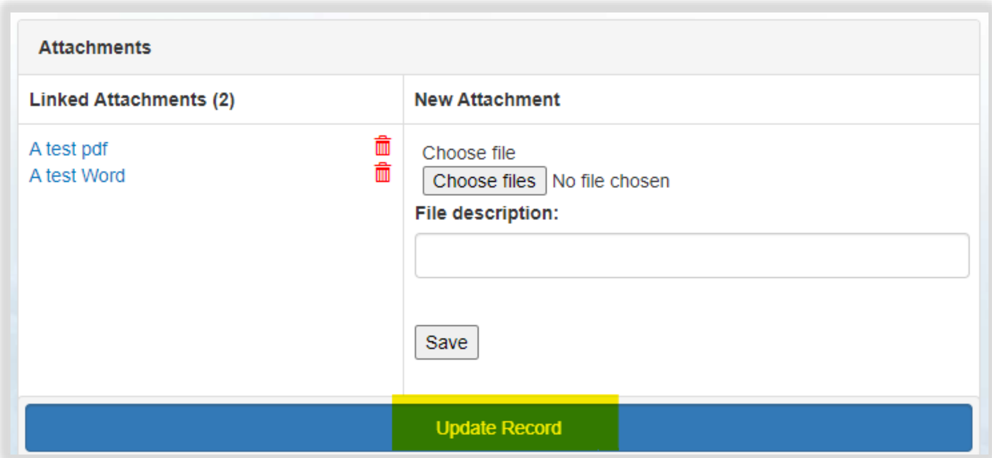
Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



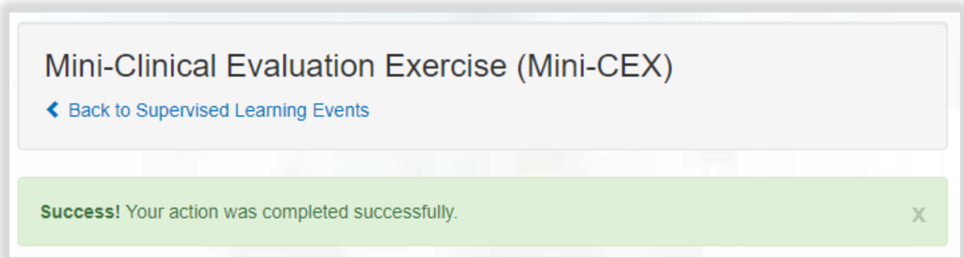
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



When you have finished editing select “Update Record”.



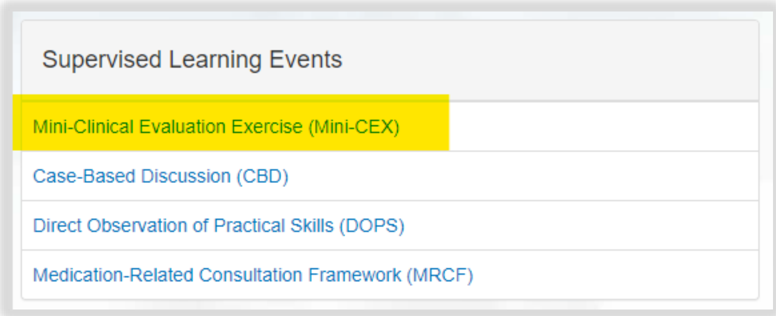
You will receive confirmation that the record has been updated.



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

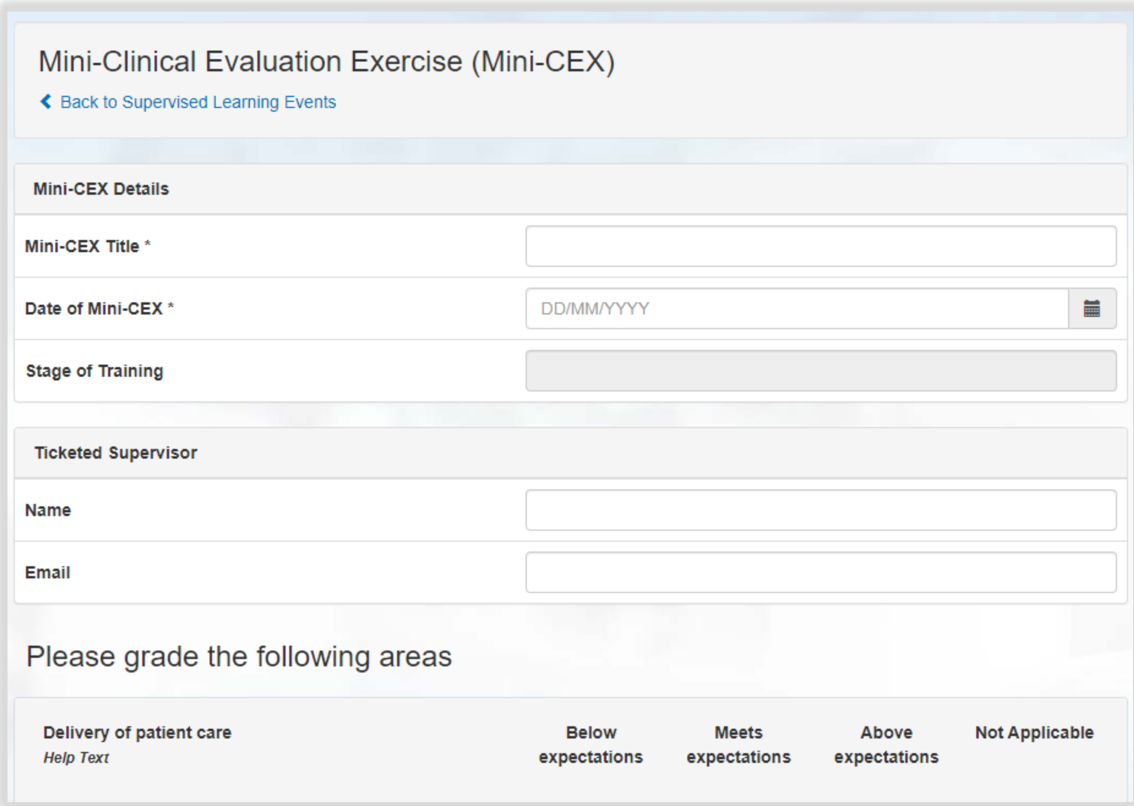
8.3.2 Seeking feedback on a Mini Clinical Evaluation Exercise via an e-ticket

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



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

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	

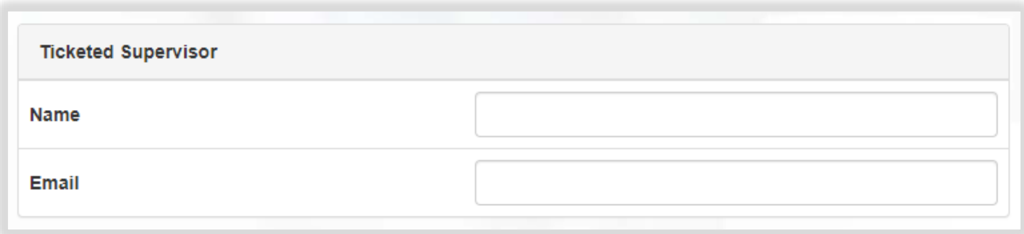
Ticketed Supervisor

Name	
Email	

Please grade the following areas

Delivery of patient care *Help Text*	Below expectations	Meets expectations	Above expectations	Not Applicable

Enter in their full name and email address.

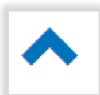


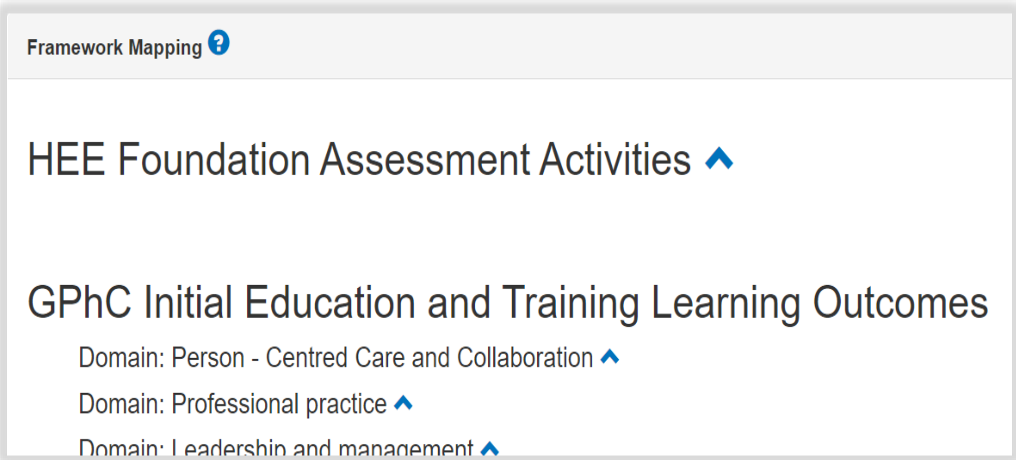
Ticketed Supervisor

Name	
Email	

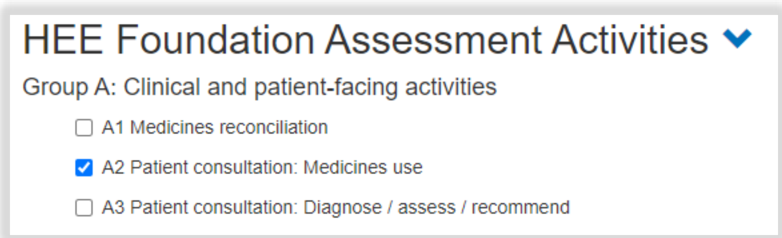
NOTE: You will notice there are rating fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

Continue and complete the rest of the form as instructed.

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

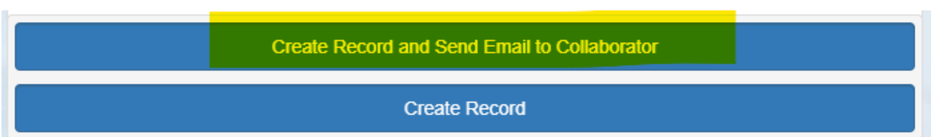


Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

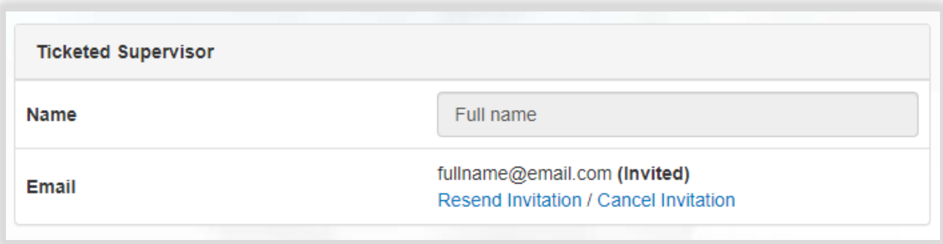


NOTE: GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

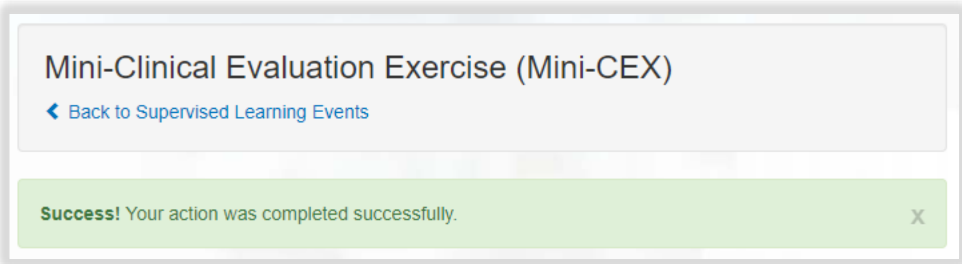
When you have completed all the required fields, select “Create Record and Send Email to Collaborator”.



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

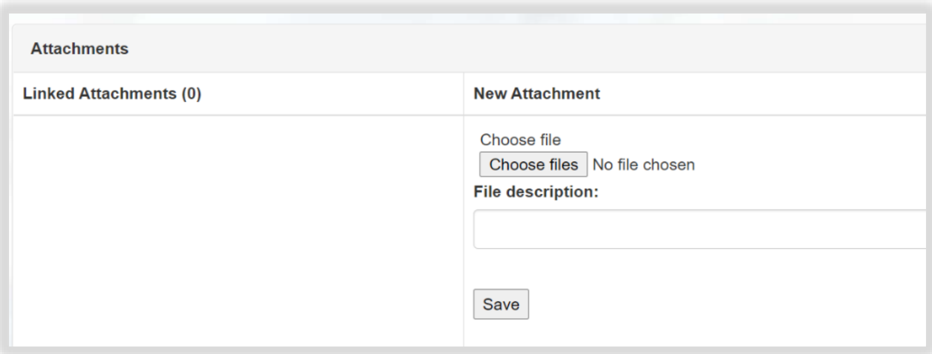


Your collaborator will receive an automatic email from the E-portfolio with a link to provide feedback. Please advise your collaborator to also check their junk folder as the automatic emails can on occasions be filtered out as spam.
You will receive confirmation that the record has been saved and created.

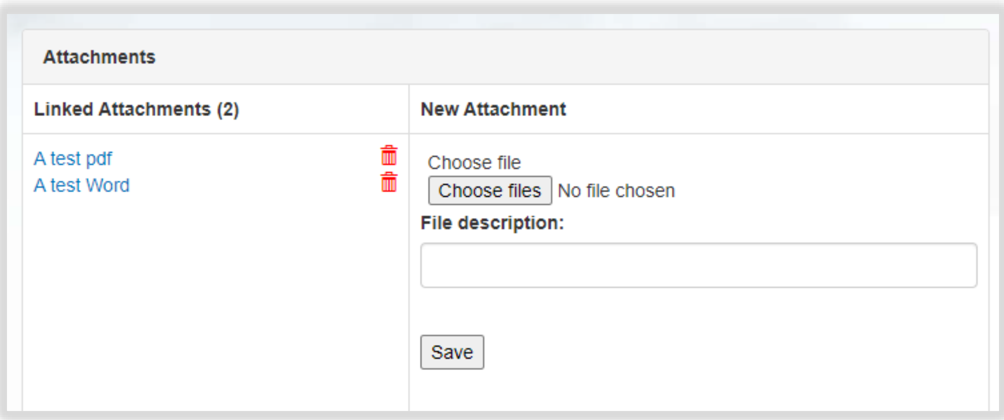


You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your Mini Clinical Evaluation Exercise, select “Edit” to view the record you have just created and upload a file.

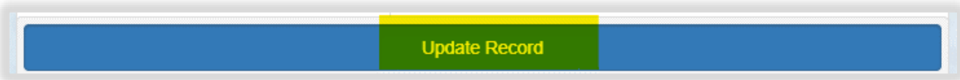
Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



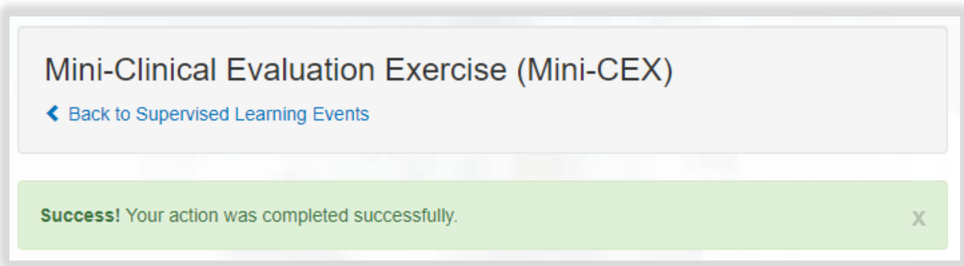
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



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



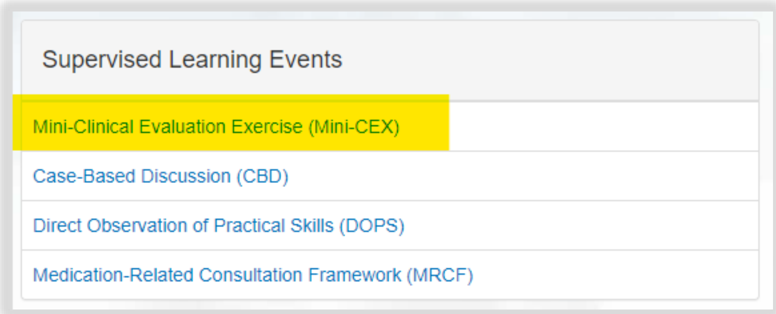
You will receive confirmation that the record has been updated.



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

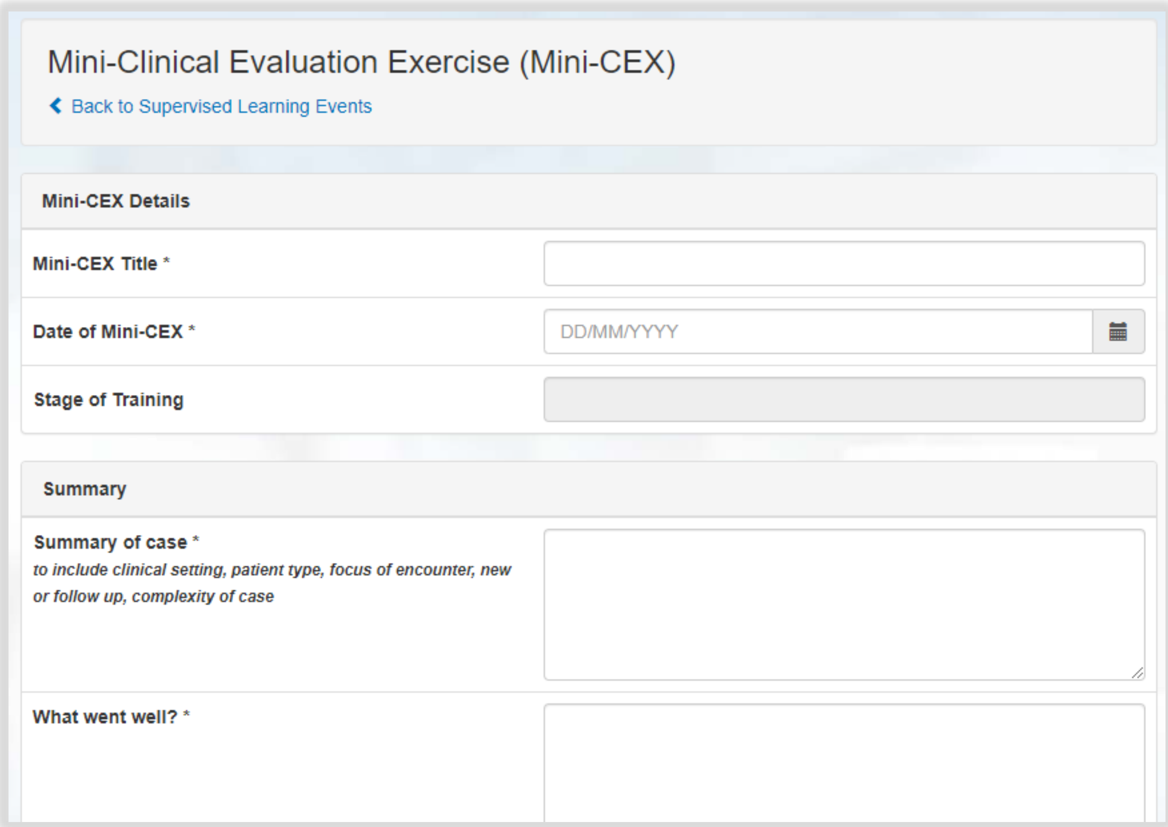
8.3.3 Uploading a Mini Clinical Evaluation Exercise

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



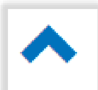
Select 'Upload Form'.

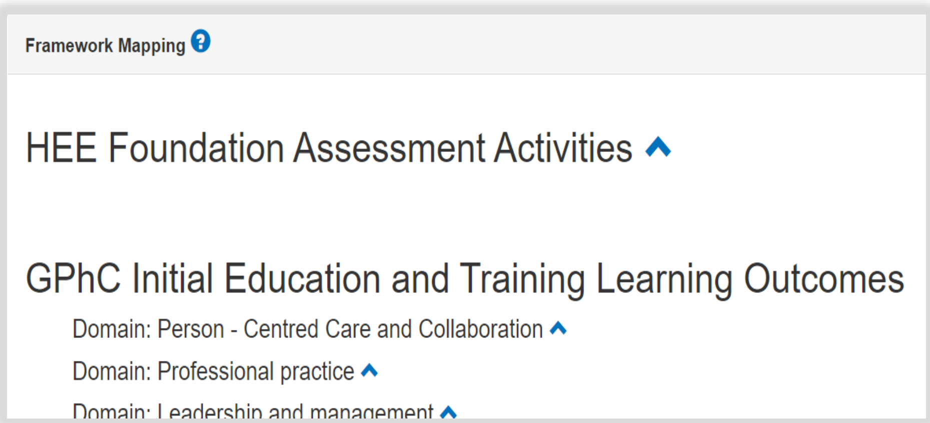
Complete the required fields as instructed.



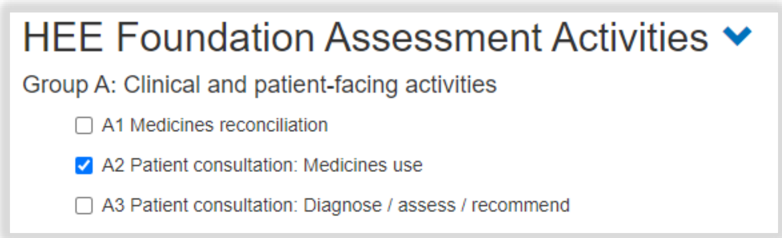
NOTE: You will notice there are rating fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

Continue and complete the rest of the form as instructed.

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

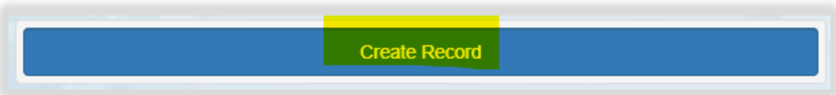


Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

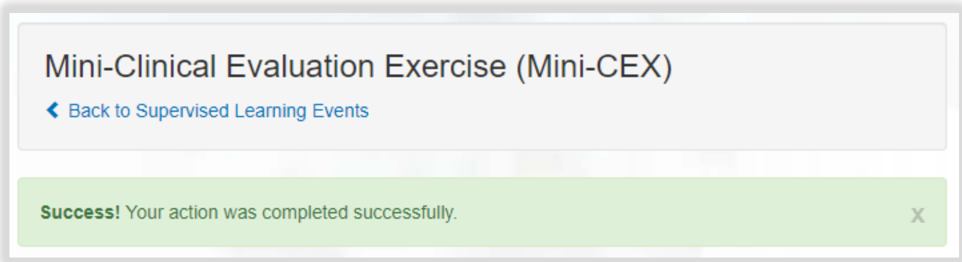


NOTE: GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

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



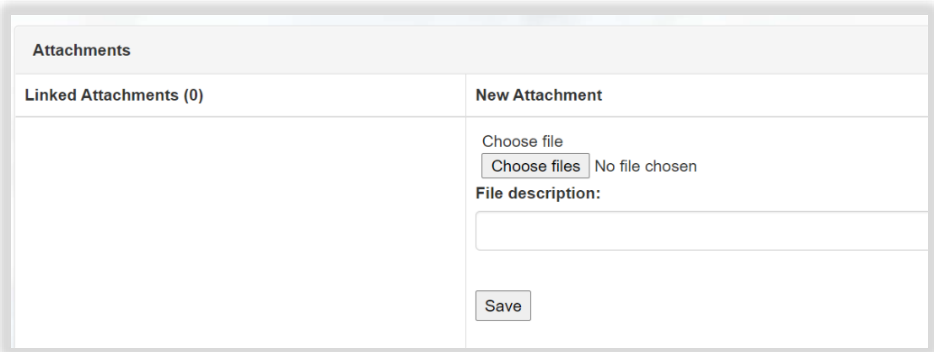
You will receive confirmation that the record has been saved and created.



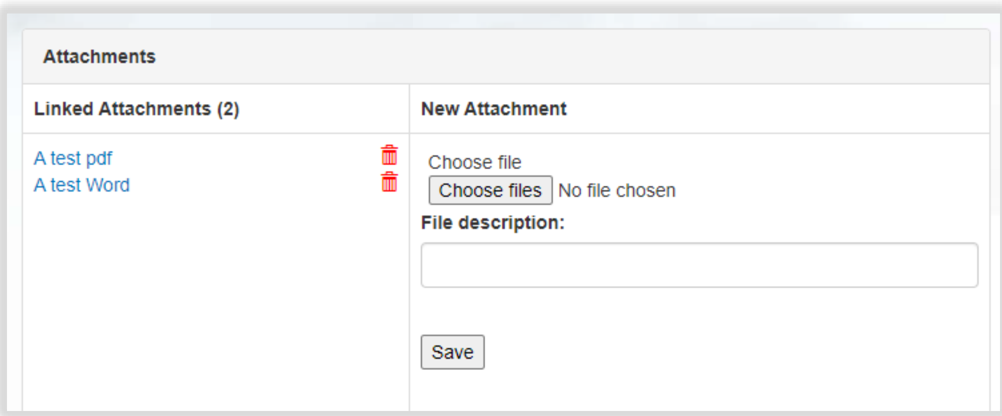
You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your Mini Clinical Evaluation Exercise page.

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

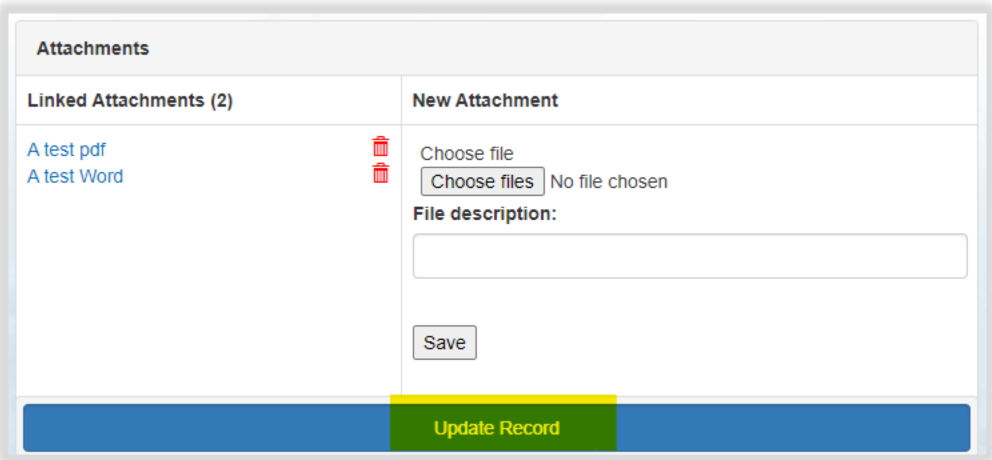
Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



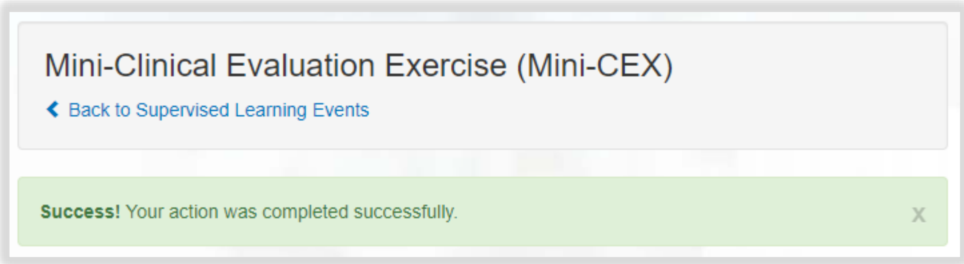
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



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



You will receive confirmation that the record has been updated.



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.

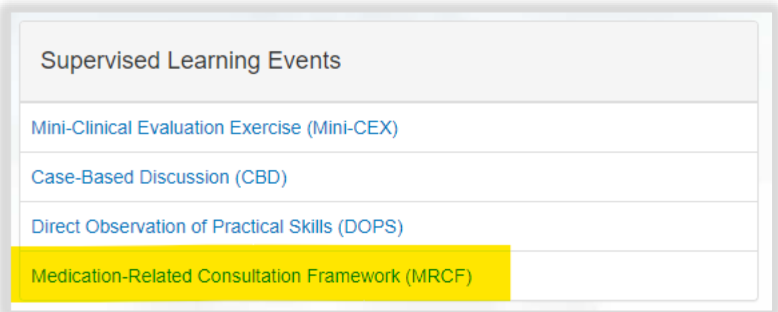
This assessment tool enables your designated supervisor and collaborators to assess whether you are an effective communicator and able to shape the patient's behaviour through a shared agenda to ensure medicines optimisation. This assessment can take between 10-30 minutes (this will depend on the patient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

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

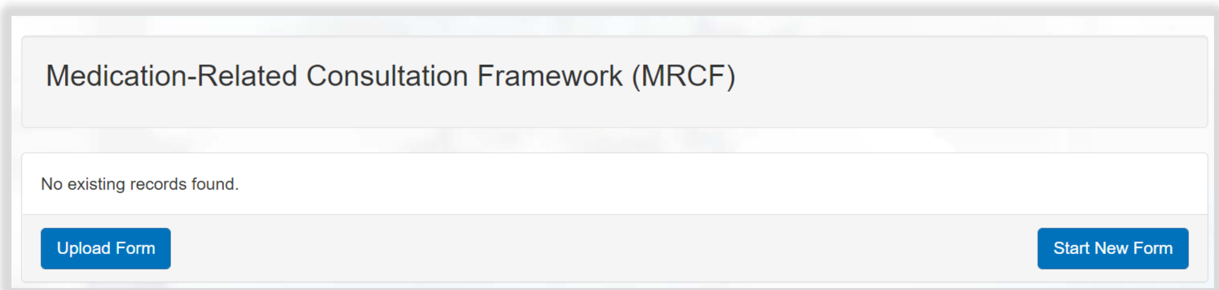
A downloadable version of the form can be found here.

8.4.1 Creating and completing a Medication Related Consultation Framework

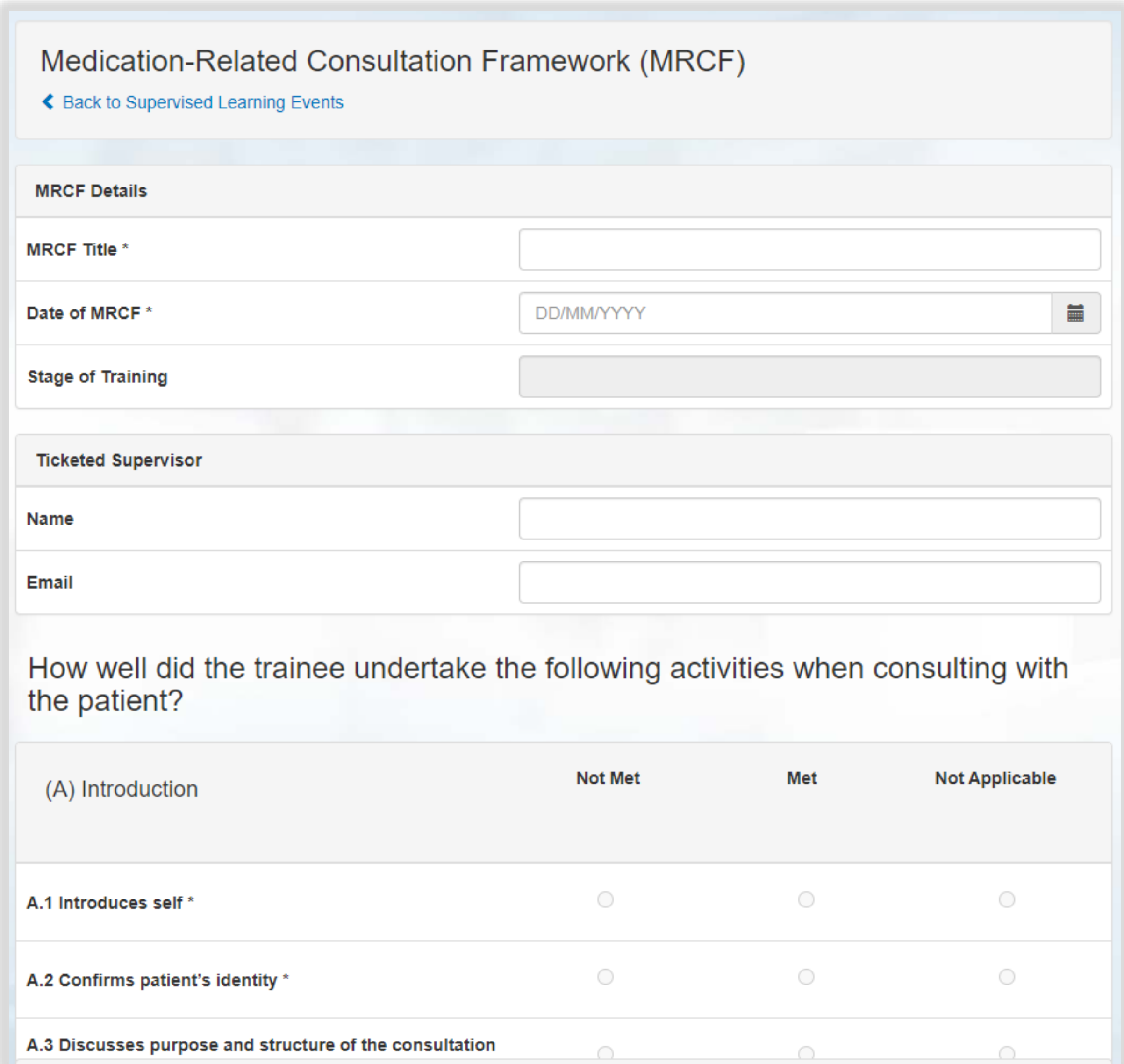
To access the Medication Related Consultation Framework, select 'Medication Related Consultation Framework' from the SLE page.



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



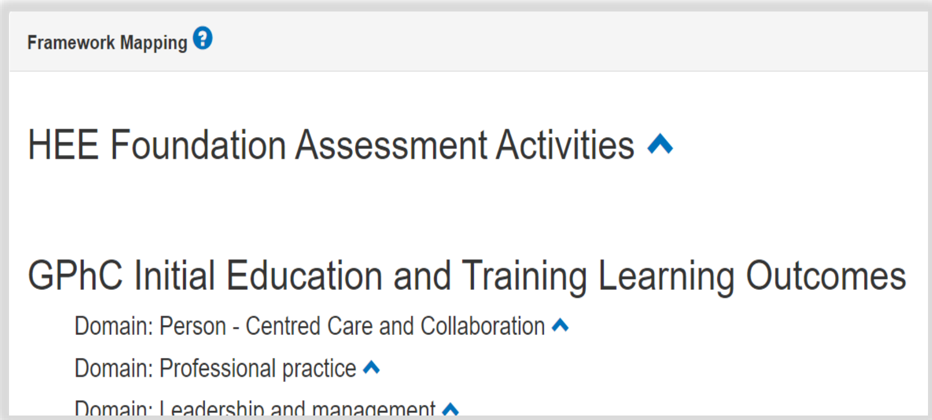
The ‘Medication Related Consultation Framework’ form will appear. Complete the required fields as instructed EXCEPT the ‘Ticketed Supervisor’ fields.



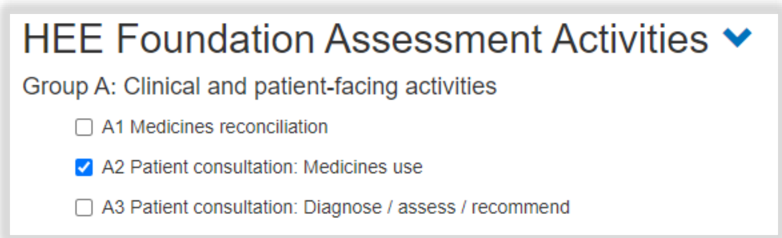
NOTE: You will notice there are rating fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

Continue and complete the rest of the form as instructed.

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



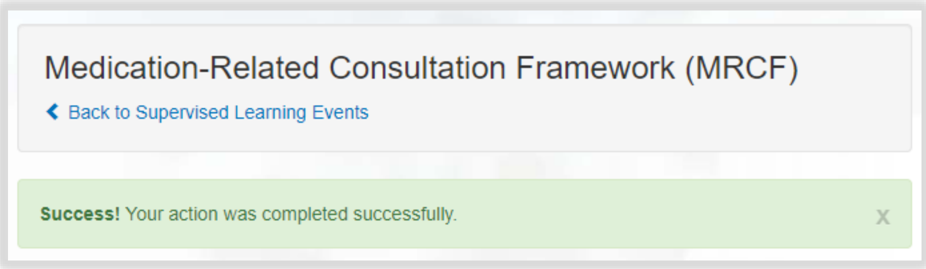
Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.



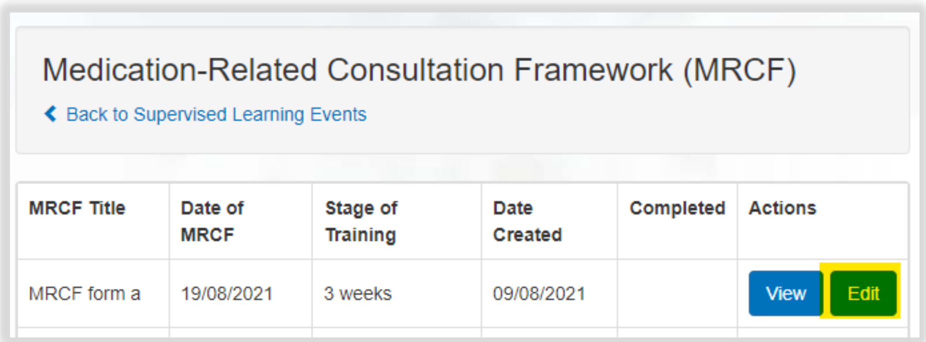
NOTE: GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

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

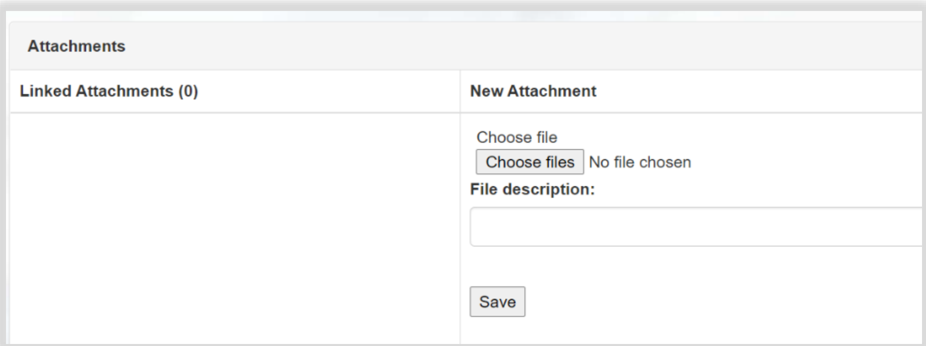
You will receive confirmation that the record has been saved and created.



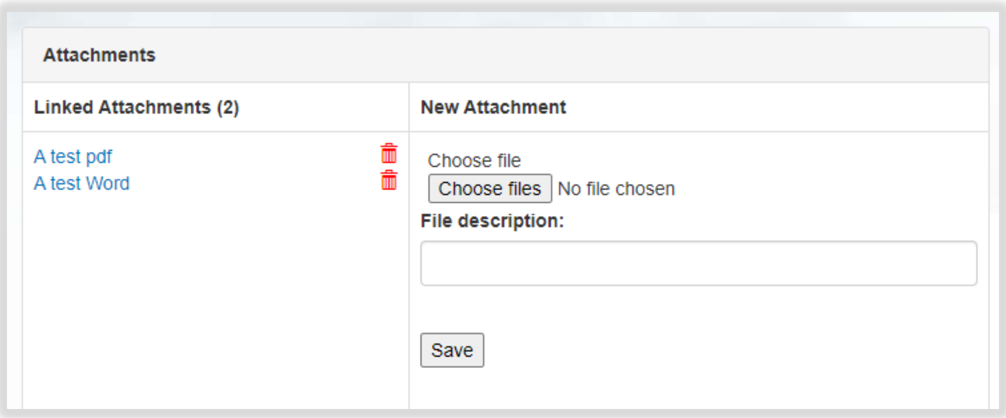
You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your Medication Related Consultation Framework, select “Edit” to view the record you have just created and upload a file.



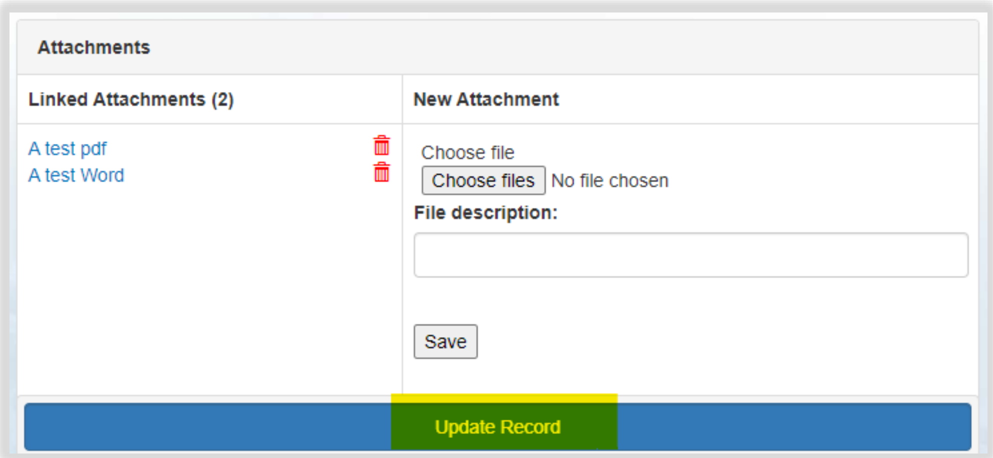
Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



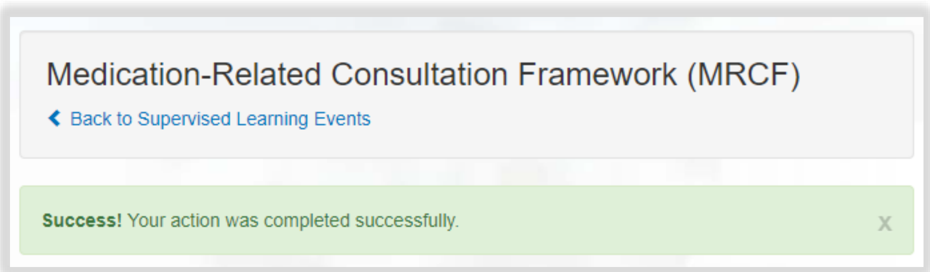
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



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



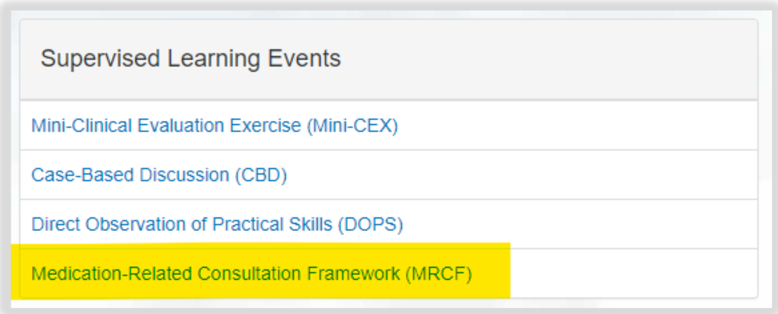
You will receive confirmation that the record has been updated.



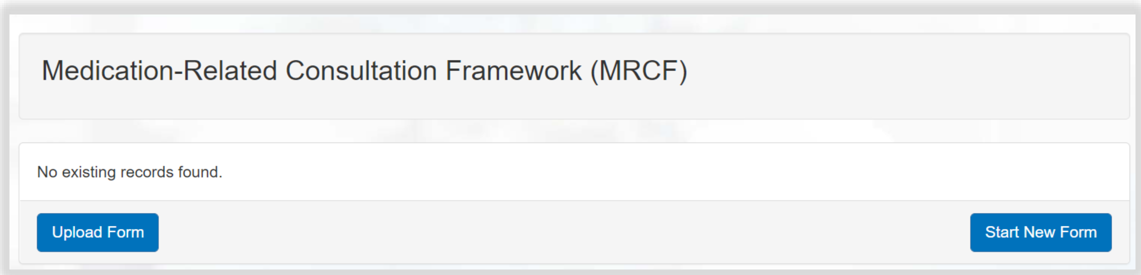
You can view and edit the form as per instructions provided in section 4.3.

8.4.2 Seeking feedback on a Medication Related Consultation Framework via an e-ticket

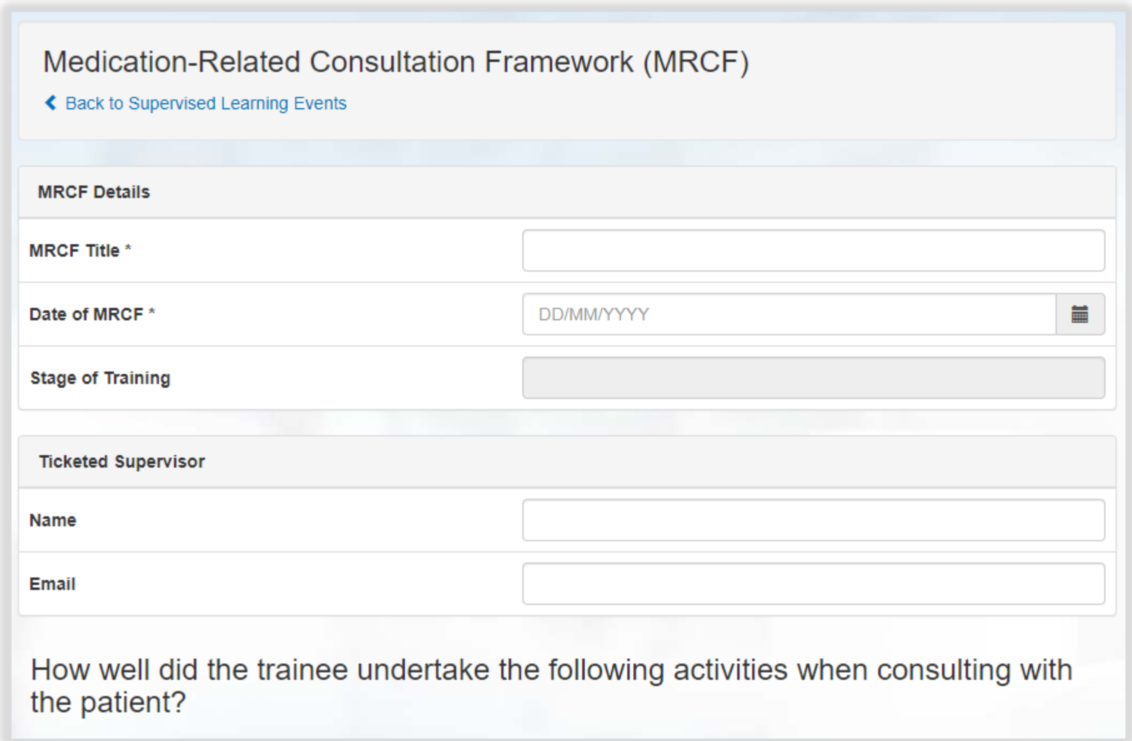
To access the Medication Related Consultation Framework, select ‘Medication Related Consultation Framework’ from the SLE page.



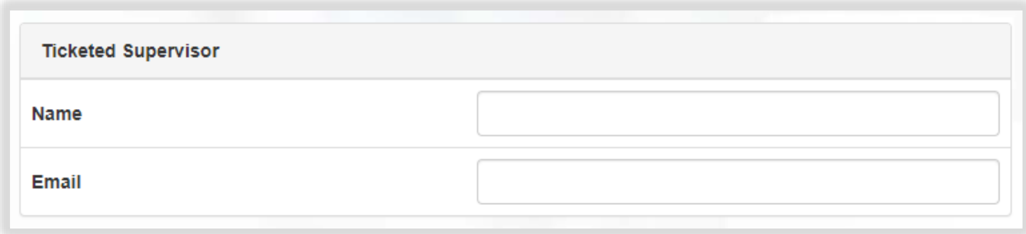
Select “Start New Form” to create a new record.



The ‘Medication Related Consultation Framework’ form will appear. Complete the required fields as instructed INCLUDING the ‘Ticketed Supervisor’ fields.

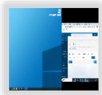


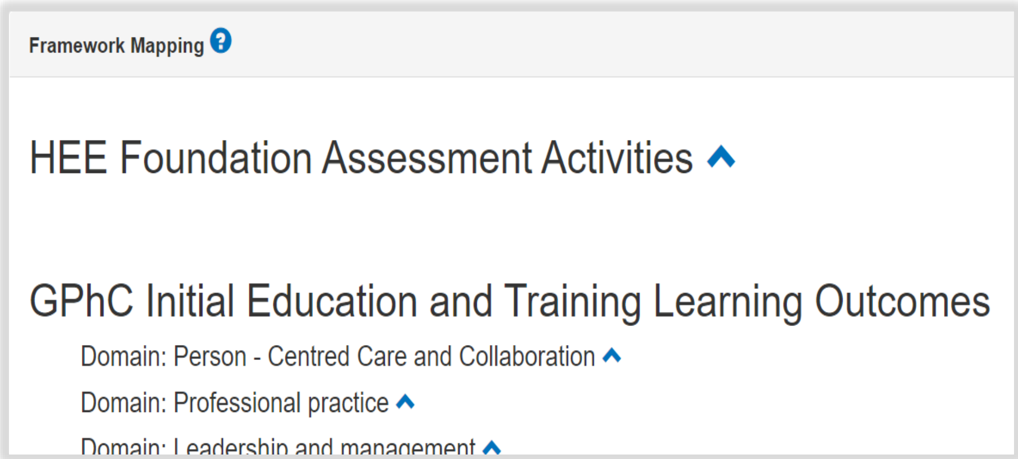
Enter in their full name and email address.



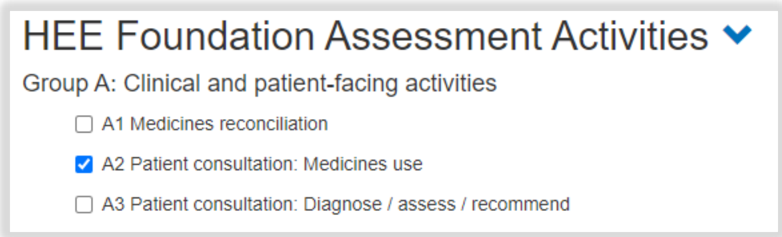
NOTE: You will notice there are rating fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

Continue and complete the rest of the form as instructed.

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

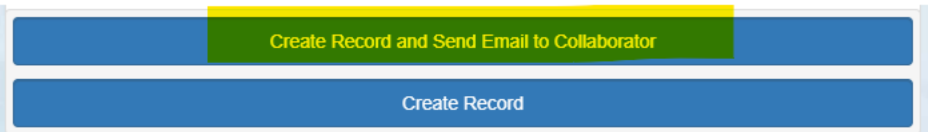


Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

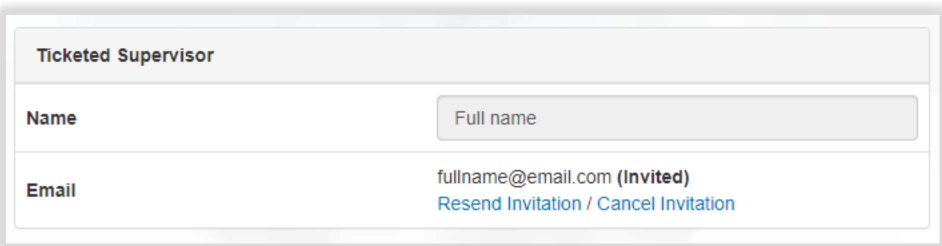


NOTE: GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

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

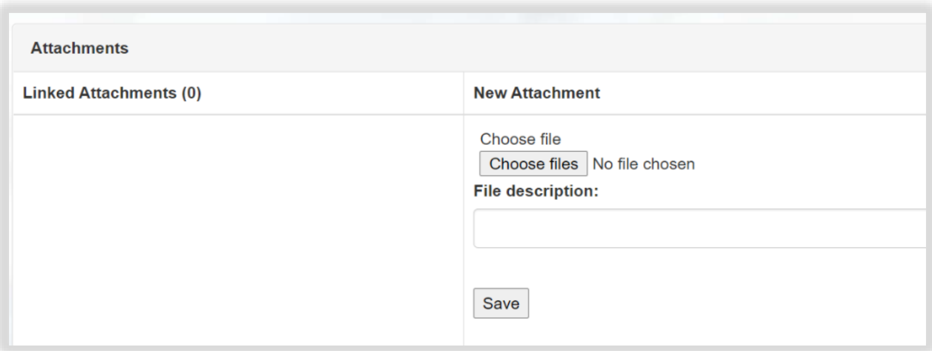


The form will update, and you will receive confirmation that the email has been sent.

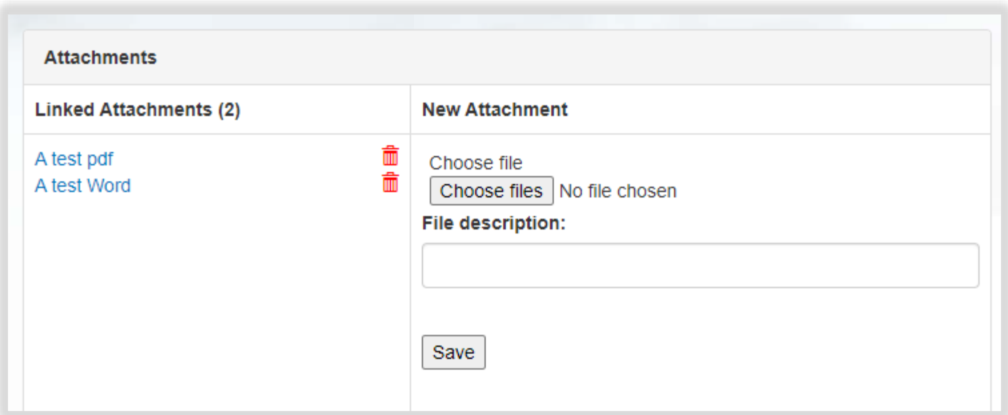


Your collaborator will receive an automatic email from the E-portfolio with a link to provide feedback. Please advise your collaborator to also check their junk folder as the automatic emails can on occasions be filtered out as spam.

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.

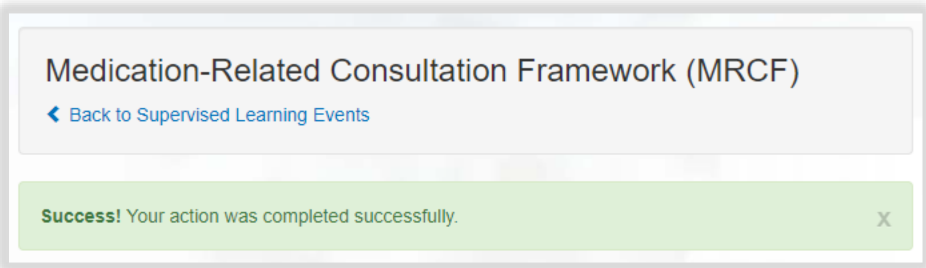


You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



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

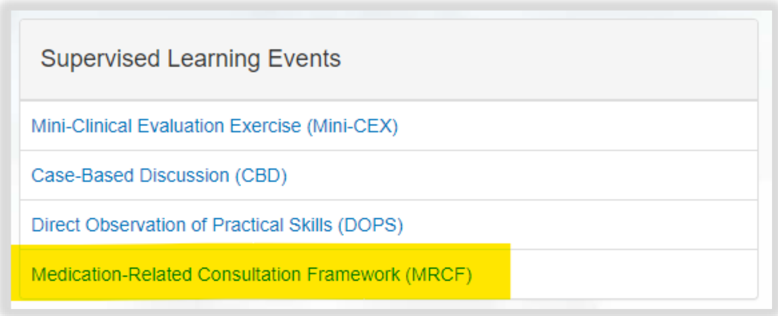
You will receive confirmation that the record has been updated.



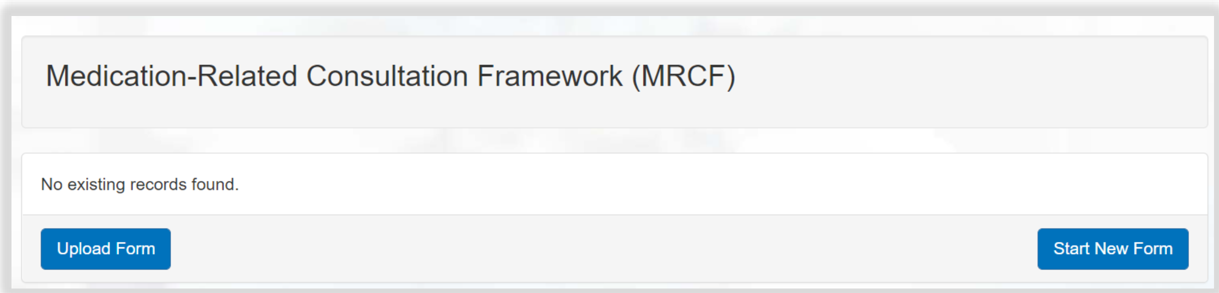
You can view the form as per instructions provided in section 4.3.

8.4.3 Uploading a Medication Related Consultation Framework

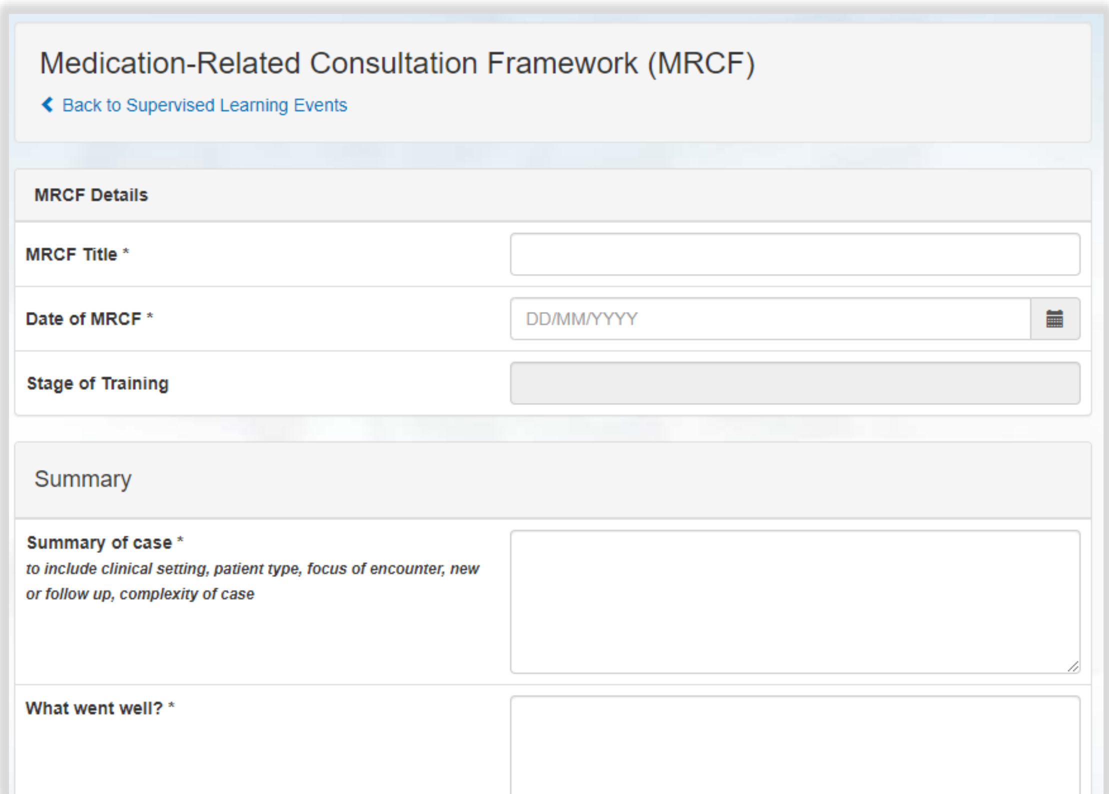
To access the Medication Related Consultation Framework, select ‘Medication Related Consultation Framework’ from the SLE page.

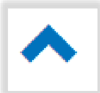


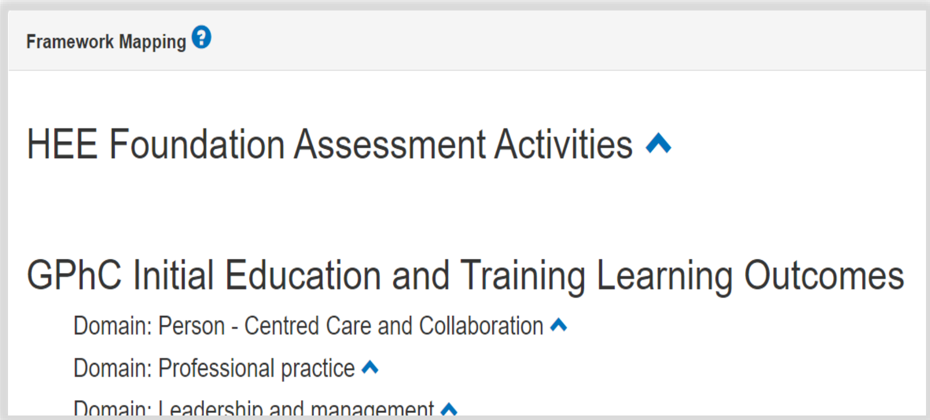
Select ‘Upload Form’.



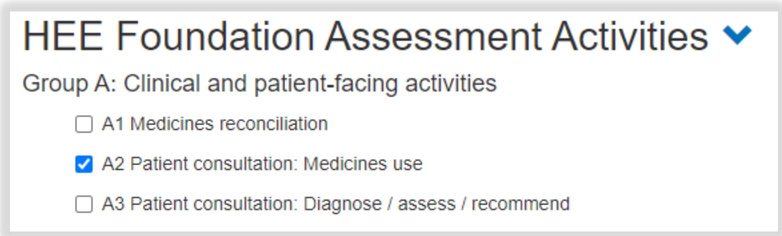
Complete the required fields as instructed.



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

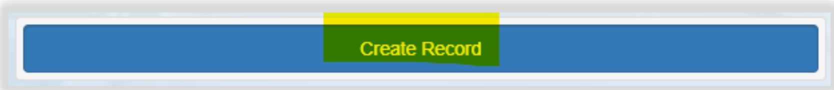


Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

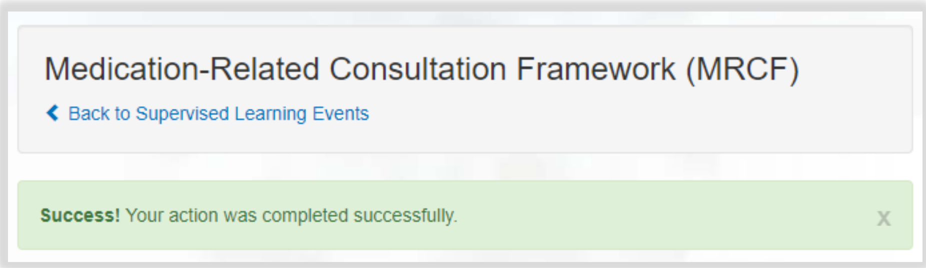


NOTE: GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

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

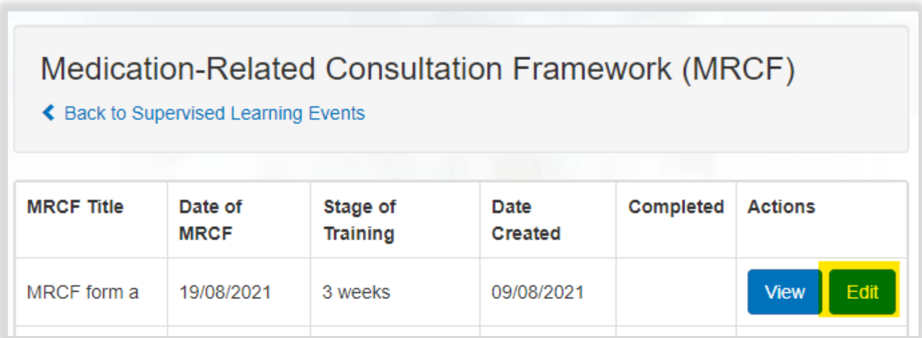


You will receive confirmation that the record has been saved and created.

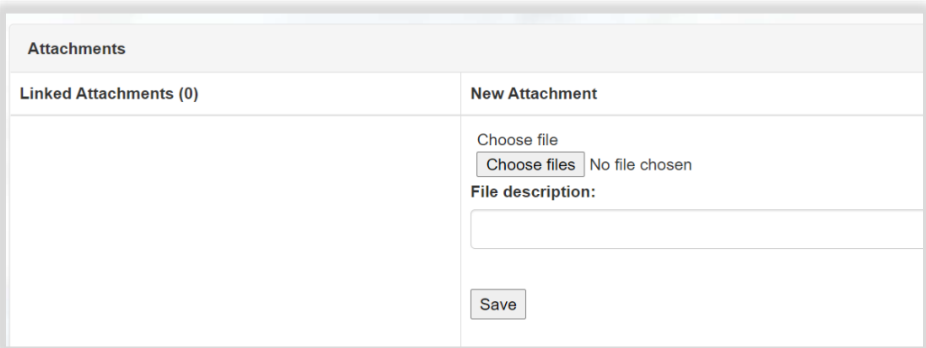


You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your Medication Related Consultation Framework.

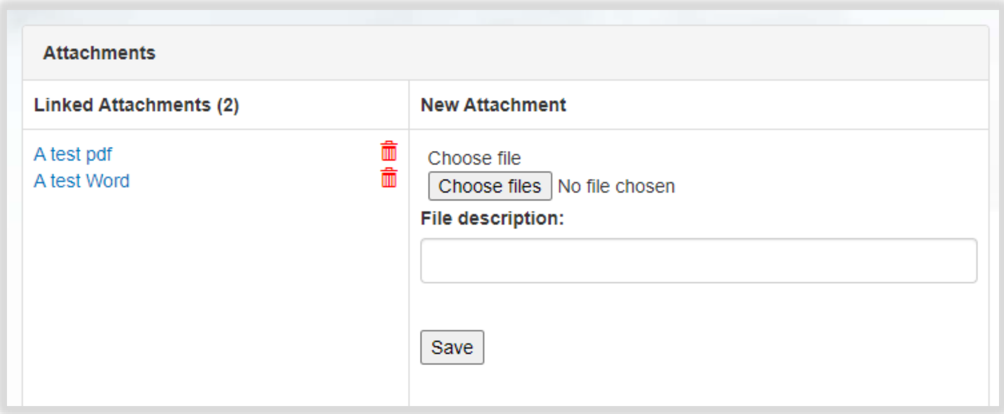
Select “Edit” to view the record you have just created and upload a file.



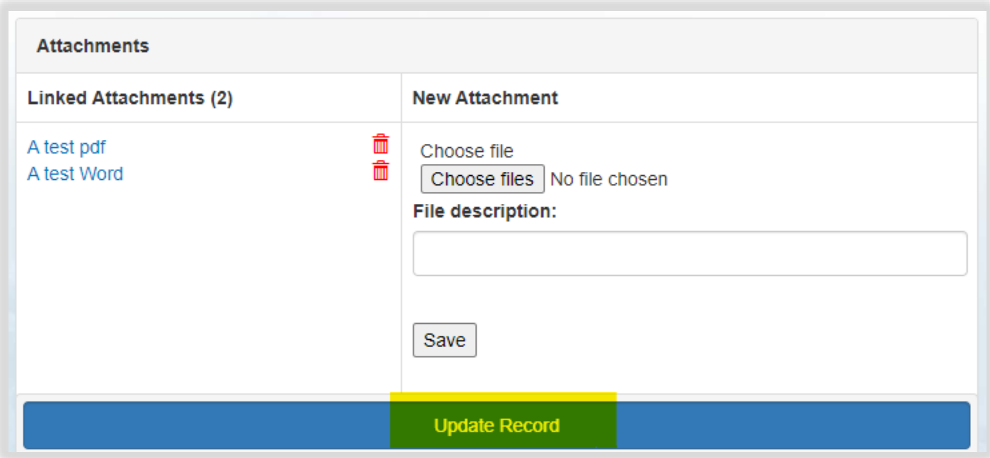
Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



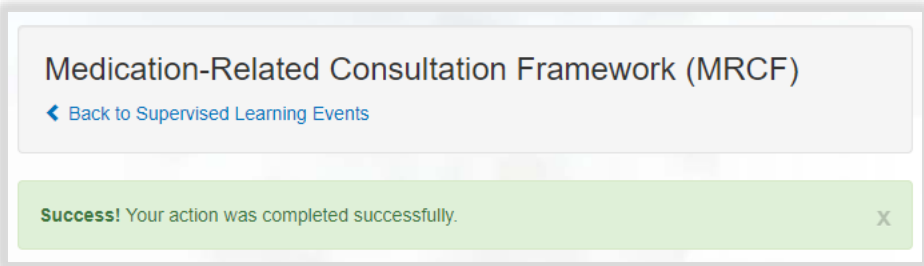
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



When you have finished editing select “Update Record”.



You will receive confirmation that the record has been updated.



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

9 Actions

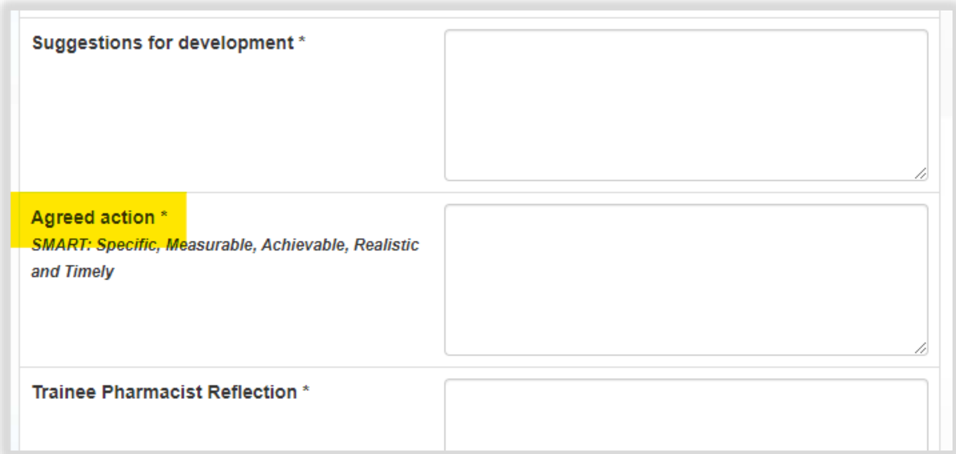
This section displays a list of actions that have been generated within other forms. This will become your 'to-do' list for your learning and development. You can view actions and mark them as complete as you progress through your training.

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.

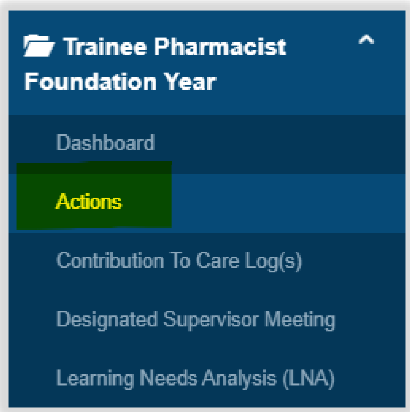
9.1.1 Creating and viewing Actions

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.

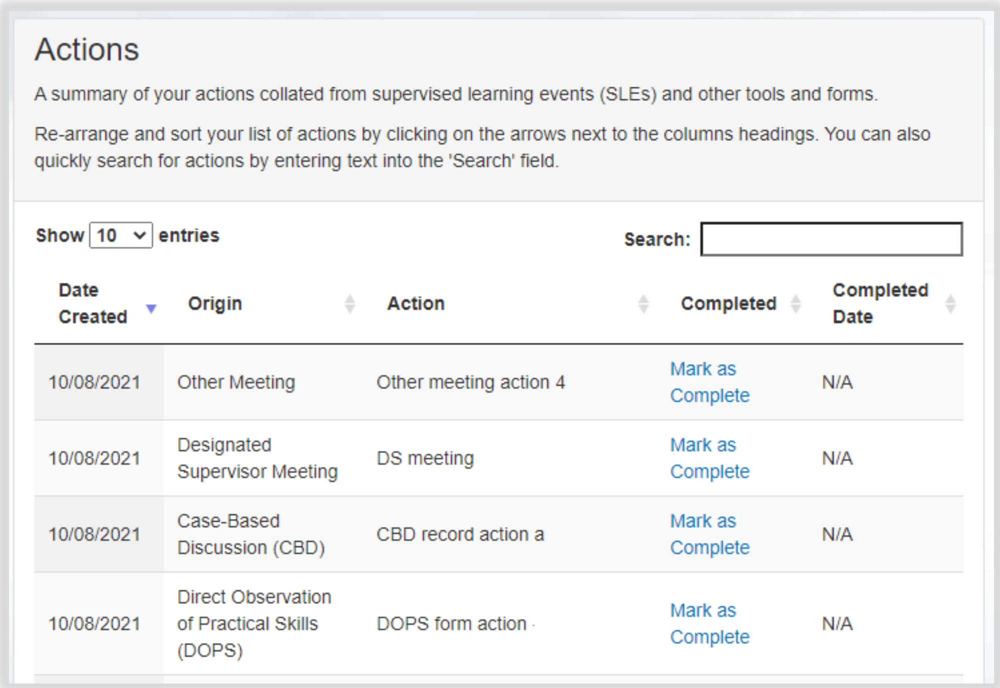
Information about completing SLEs can be found in section 8.



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

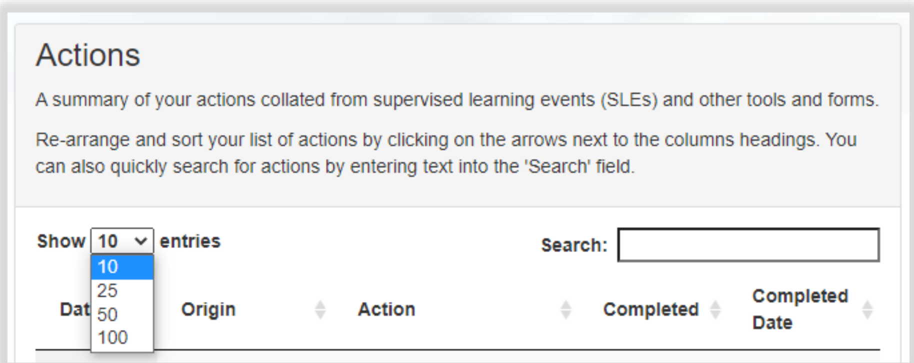
A summary of your actions collated from supervised learning events (SLEs) and other tools and forms.

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.

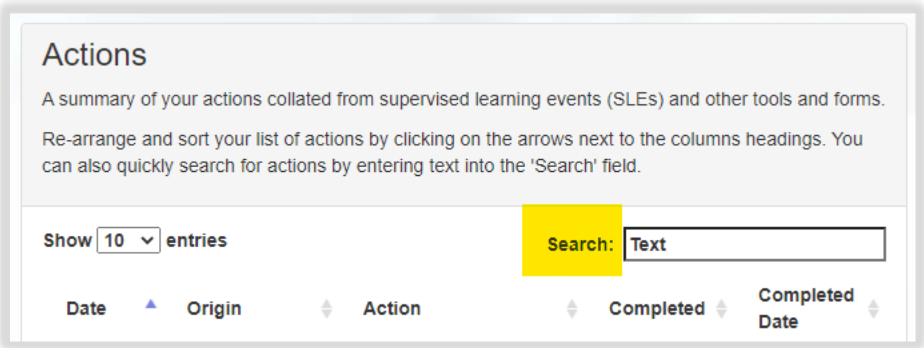
Show 10 entries   Search:

Date Created	Origin	Action	Completed	Completed Date
10/08/2021	Other Meeting	Other meeting action 4	Mark as Complete	N/A
10/08/2021	Designated Supervisor Meeting	DS meeting	Mark as Complete	N/A
10/08/2021	Case-Based Discussion (CBD)	CBD record action a	Mark as Complete	N/A
10/08/2021	Direct Observation of Practical Skills (DOPS)	DOPS form action	Mark as Complete	N/A

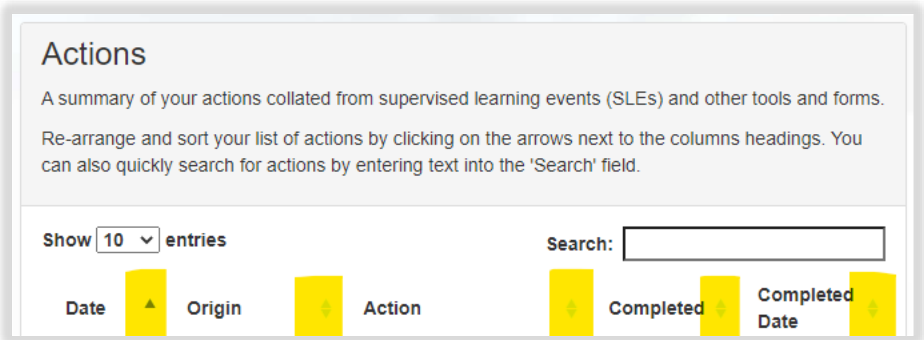
You can choose to view more action items on a page by selecting “Show” and selecting the number of items you want displayed from the drop-down list.



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



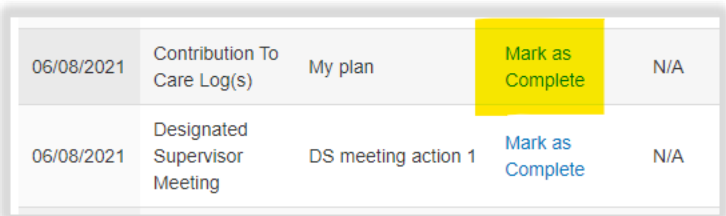
You can additionally sort your actions by clicking on the arrows next to each column.



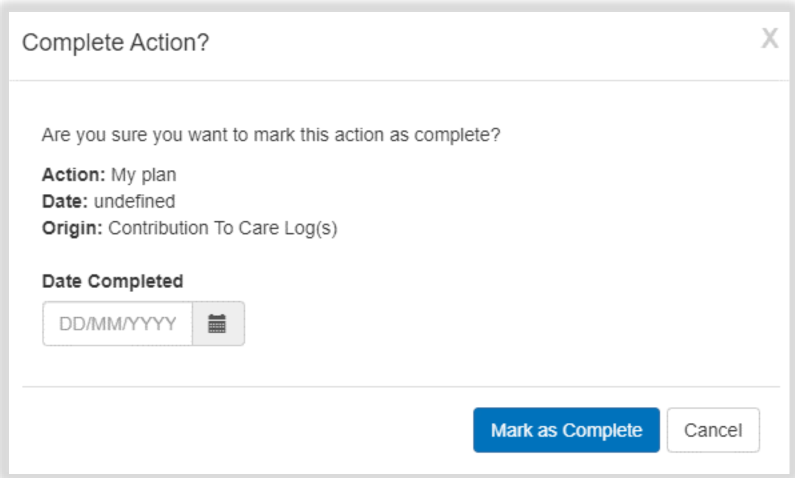
To view more actions on subsequent pages, use the page options at the bottom of the screen

9.1.2 Completing Actions

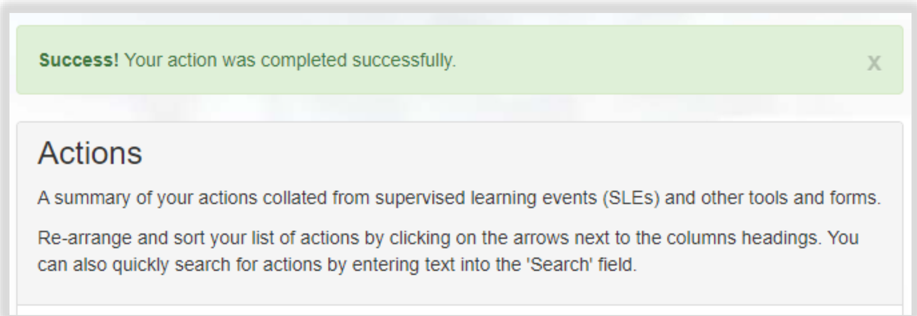
Once you've completed an action you can mark it as complete by selecting 'Mark as Complete'.



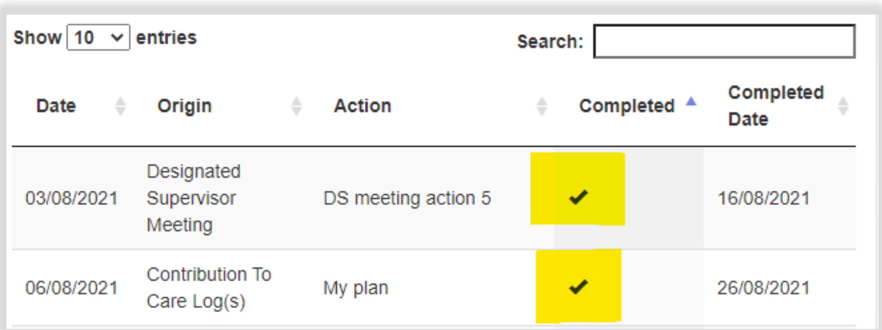
A pop-up window will appear. Review the details and enter the ‘Date completed’. Click on “Mark as Complete” to save the edits.



You will receive confirmation that the action has been updated.



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.

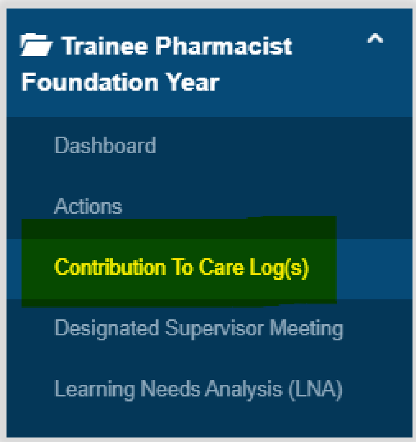
Examples of contribution to care can include identifying prescribing errors and communicating these to the responsible pharmacist and/or prescriber to determine the next steps and recommendations (as per local protocols), e.g., flagging inappropriate antibiotic use (indication, choice, dosage, dosing 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).

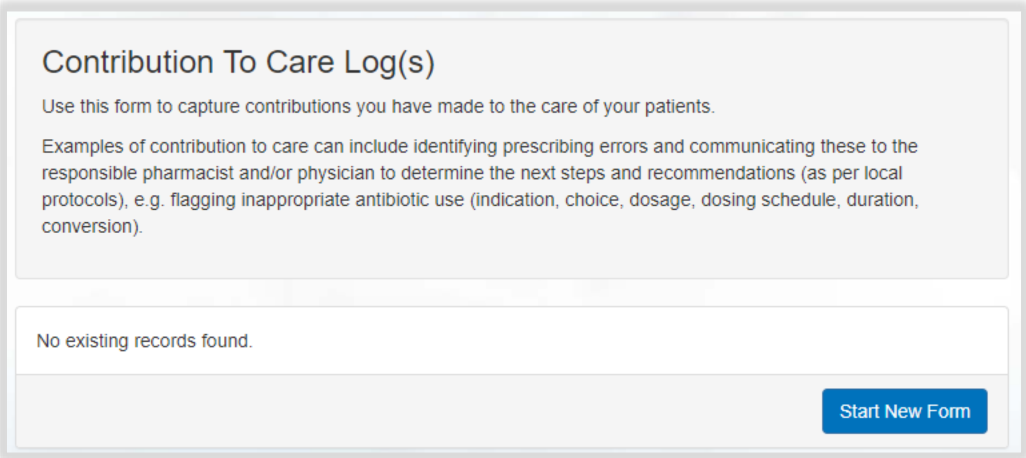
A downloadable version of the form is available here.

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)

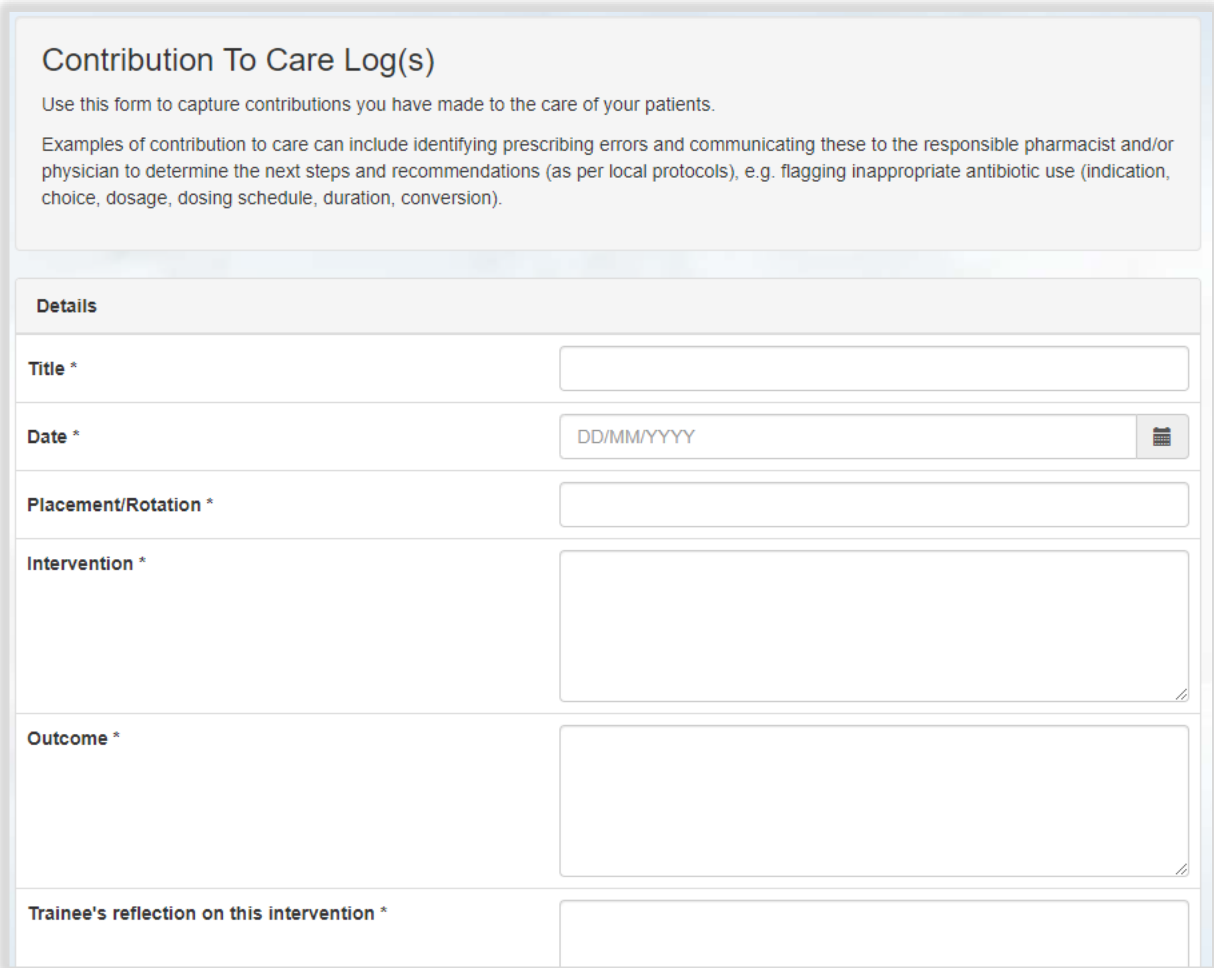
Use this form to capture contributions you have made to the care of your patients.

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.

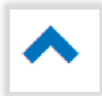
Examples of contribution to care can include identifying prescribing errors and communicating these to the responsible pharmacist and/or physician to determine the next steps and recommendations (as per local protocols), e.g. flagging inappropriate antibiotic use (indication, choice, dosage, dosing schedule, duration, conversion).

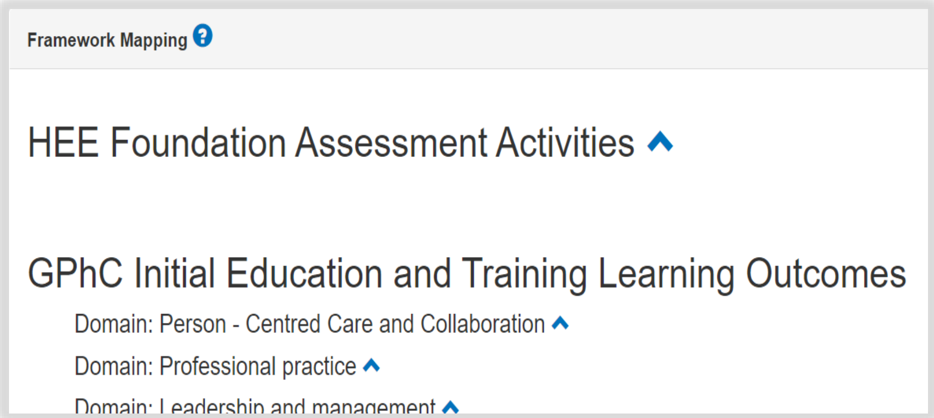
Details

Title *	
Date *	DD/MM/YYYY
Placement/Rotation *	
Intervention *	
Outcome *	
Trainee's reflection on this intervention *	

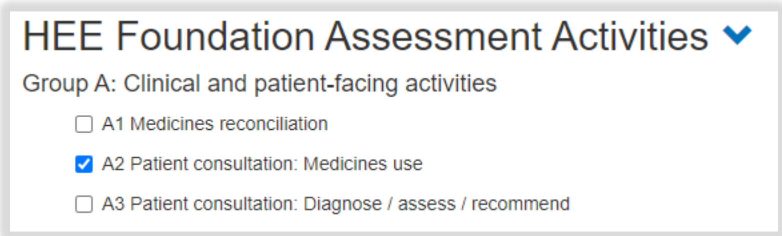
NOTE: You will notice there are fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

Continue and complete the rest of the form as instructed.

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

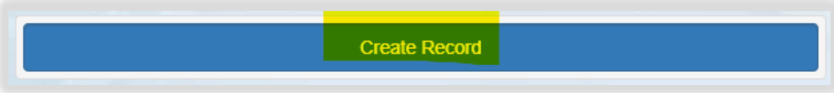


Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

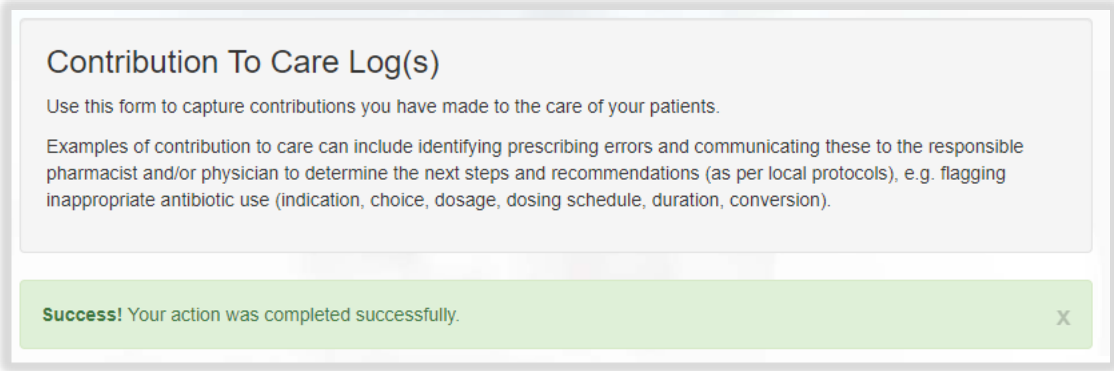


NOTE: GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

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



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



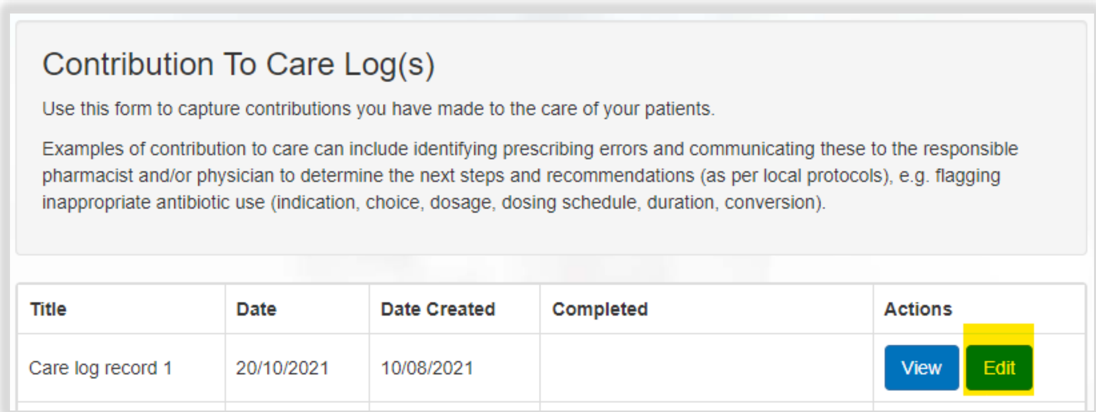
Contribution To Care Log(s)

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 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.



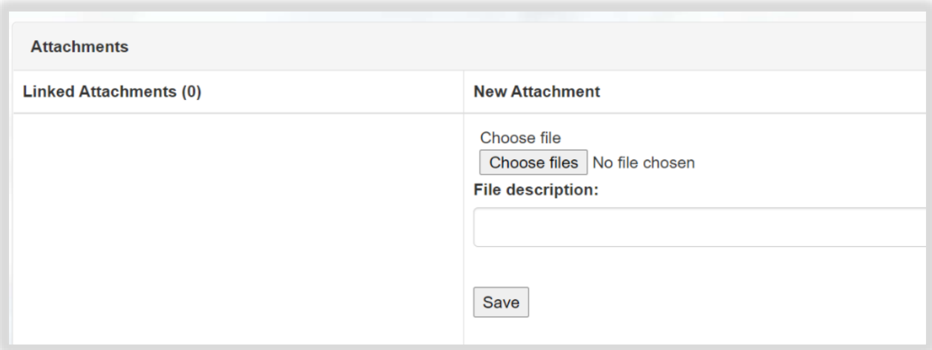
Contribution To Care Log(s)

Use this form to capture contributions you have made to the care of your patients.

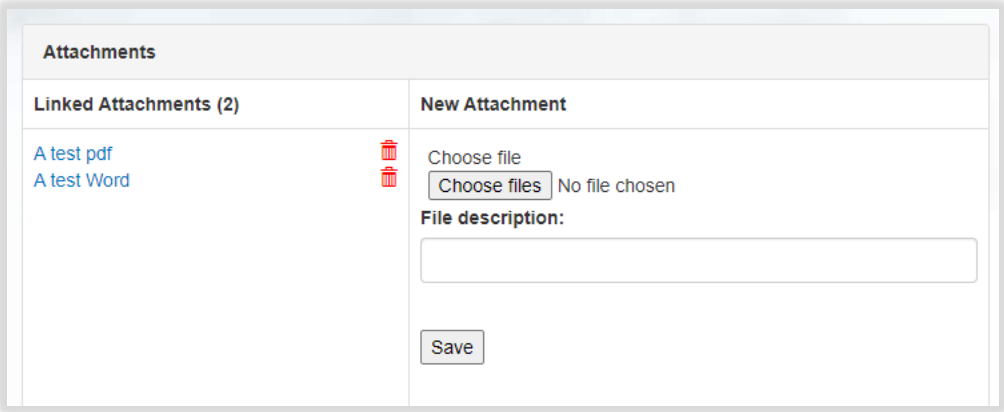
Examples of contribution to care can include identifying prescribing errors and communicating these to the responsible pharmacist and/or physician to determine the next steps and recommendations (as per local protocols), e.g. flagging inappropriate antibiotic use (indication, choice, dosage, dosing schedule, duration, conversion).

Title	Date	Date Created	Completed	Actions
Care log record 1	20/10/2021	10/08/2021		View Edit

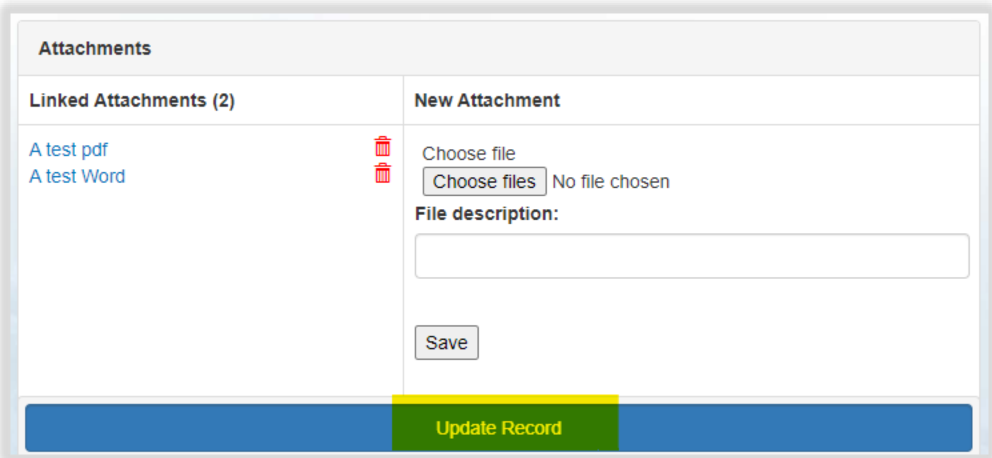
Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



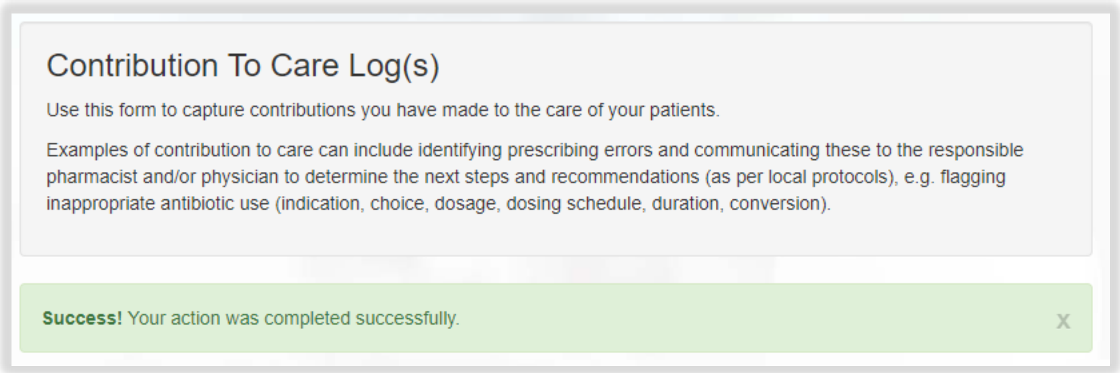
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



When you have finished editing select “Update Record”.



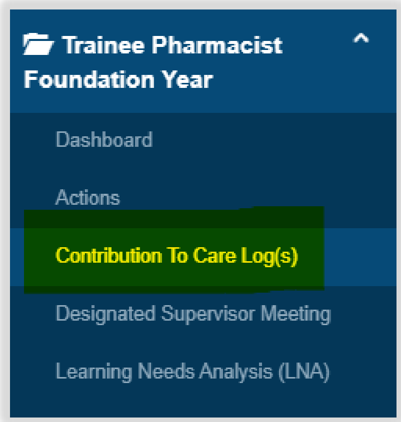
You will receive confirmation that the record has been updated.



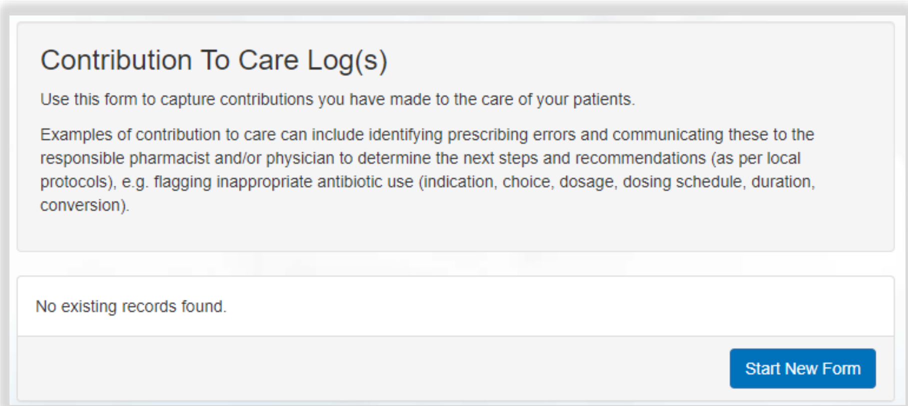
You can view and edit the form as per instructions provided in section 4.3.

10.1.2 Seeking feedback on a Contribution to Care log via an e-ticket

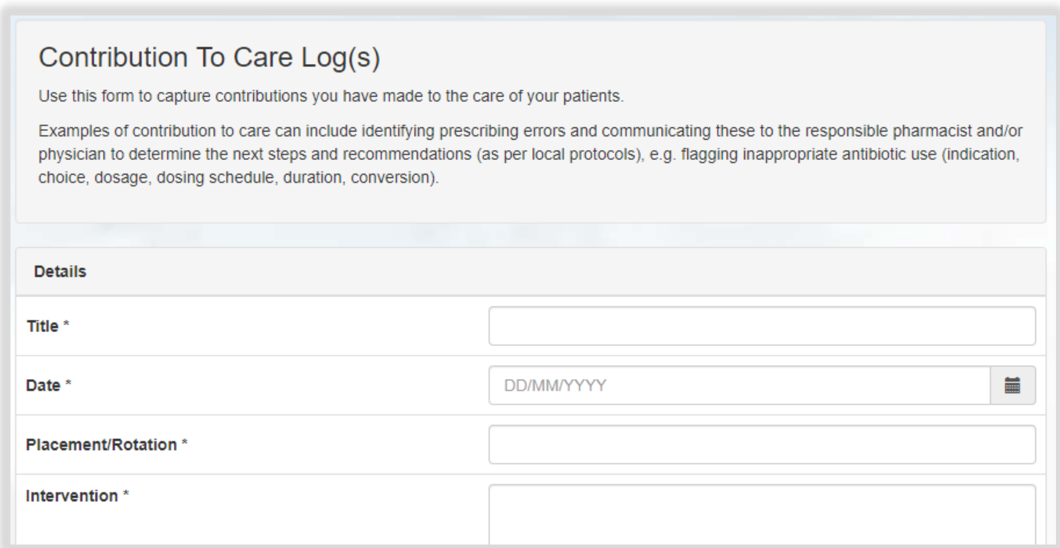
To access the Contribution to Care Log(s), select 'Contribution to Care Log(s) from the navigation menu.



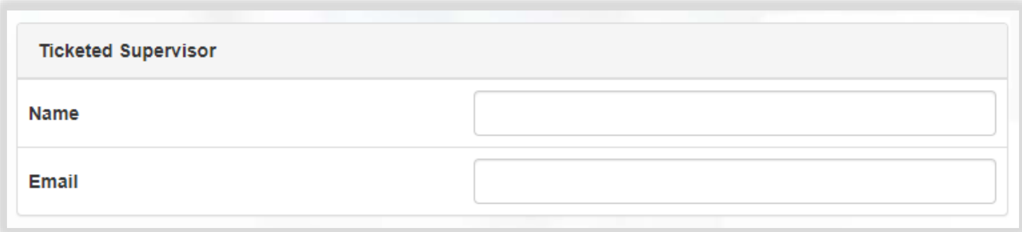
Select "Start New Form" to create a new record.

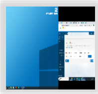


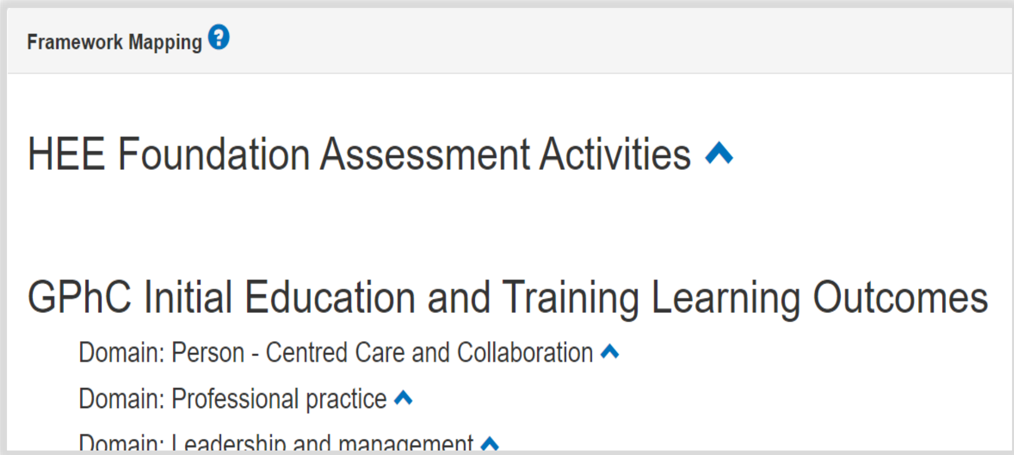
The 'Contribution to Care Log(s)' form will appear. Complete the required fields as instructed INCLUDING the 'Ticketed Supervisor' fields.



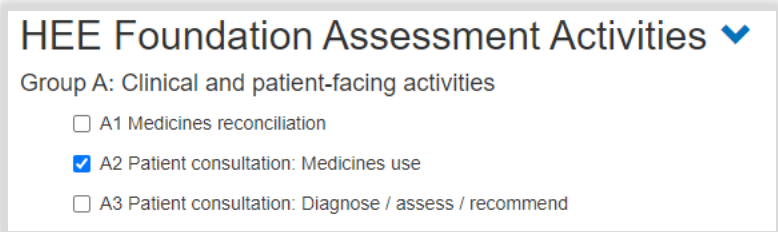
Enter in their full name and email address.



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

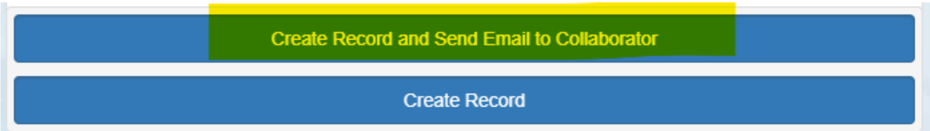


Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.

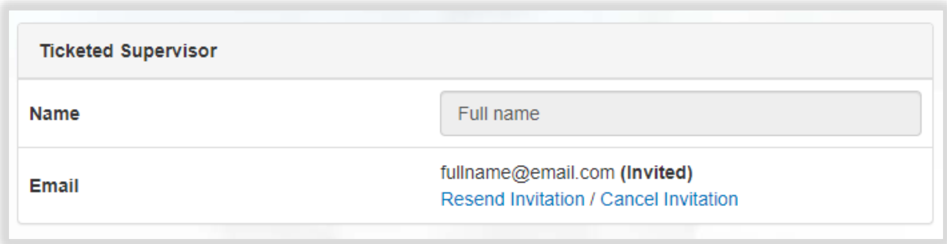


NOTE: GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

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

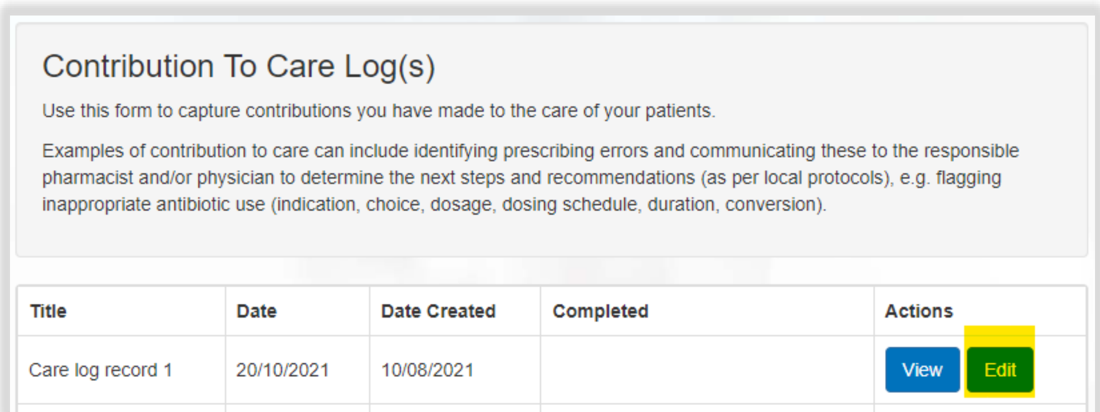


The form will update, and you will receive confirmation that the email has been sent.

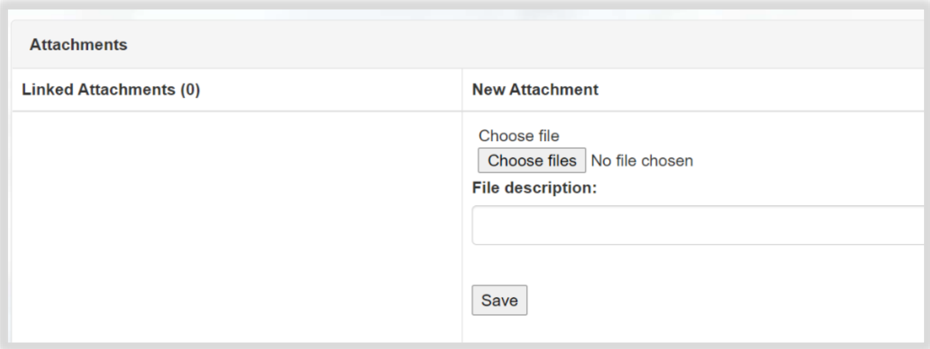


Your collaborator will receive an automatic email from the E-portfolio with a link to provide feedback. Please advise your collaborator to also check their junk folder as the automatic emails can on occasions be filtered out as spam.

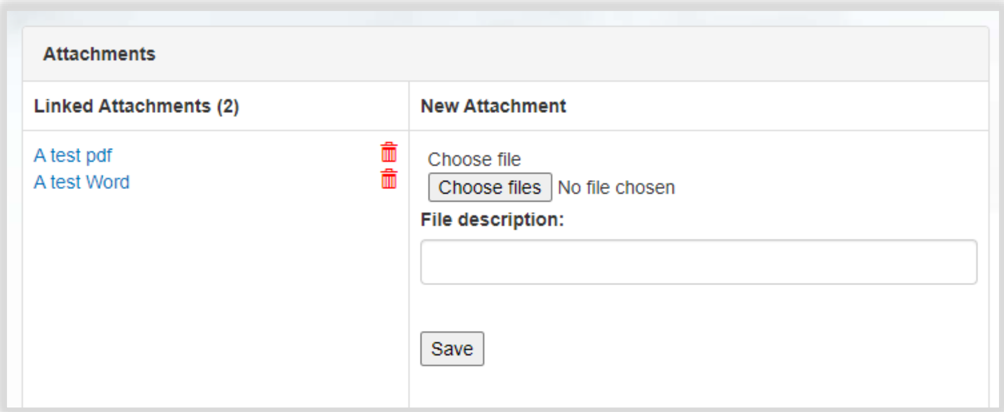
You will have noticed that you were not able to attach files when first completing the form. To upload an attachment as additional evidence for your contribution to care log, select “Edit” to view the record you have just created and upload a file.



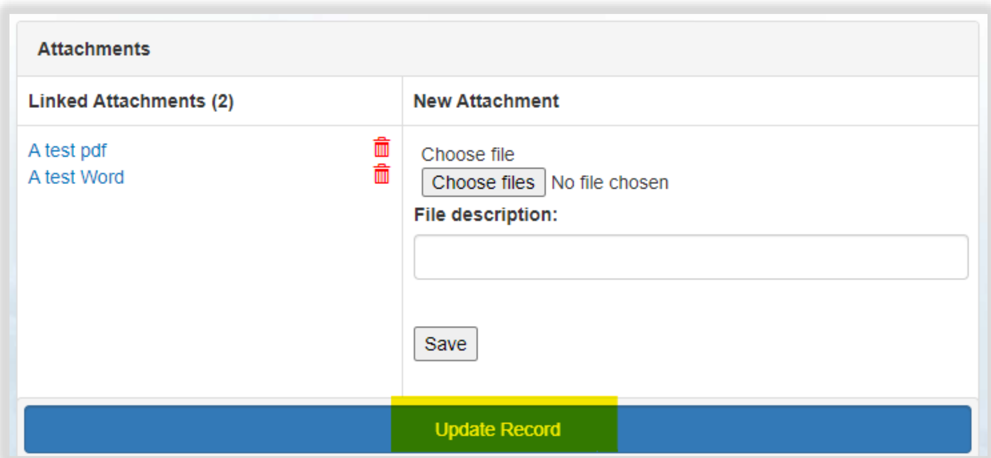
Add the upload by selecting “Choose files”. You must enter a file description. Click “Save” once completed.



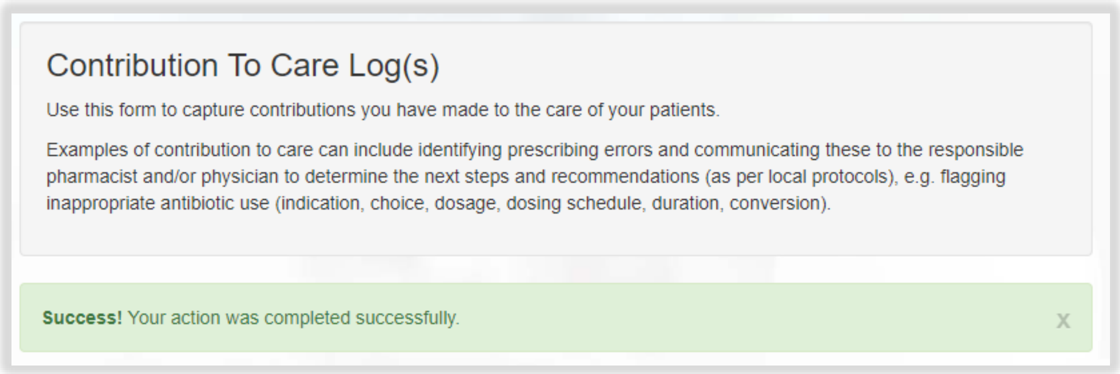
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



When you have finished editing, select “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.

11 Miscellaneous Evidence Upload

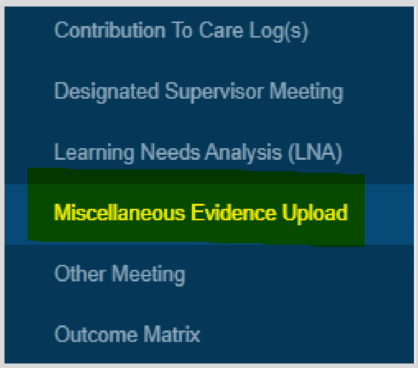
The miscellaneous evidence upload section is for you to record any other assessment activity that you have completed in practice. It is also the form that should be used to record a 'supplementary evidence' assessment activity where a specific activity has been agreed between you and your designated supervisor to provide evidence against a learning outcome.

Examples of activities that may be recorded are projects and mandatory training completed during the year.

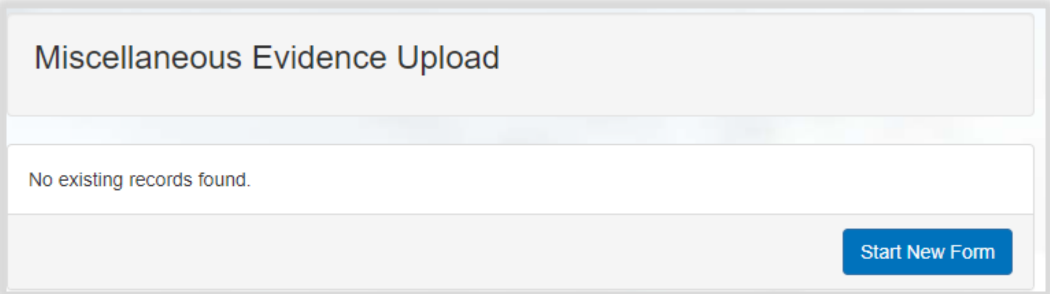
A downloadable version of the form can be found here.

11.1.1 Creating and completing a Miscellaneous Evidence Upload

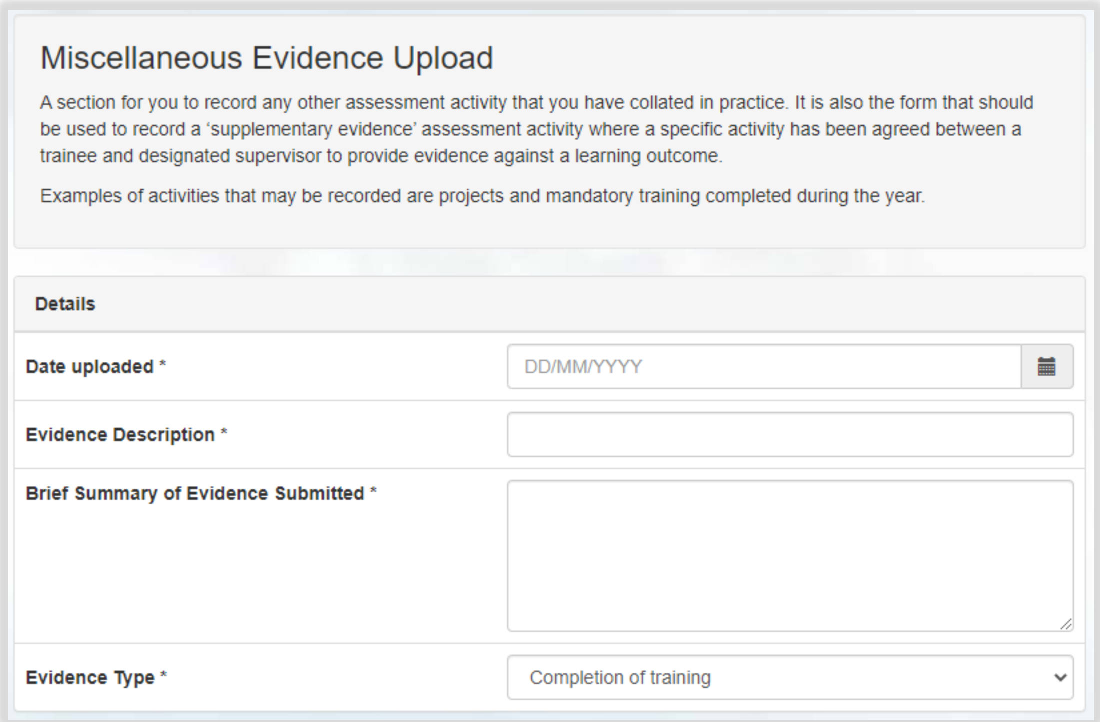
To access the Miscellaneous Evidence Upload, select 'Miscellaneous Evidence Upload' from the navigation menu.



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

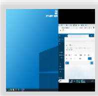


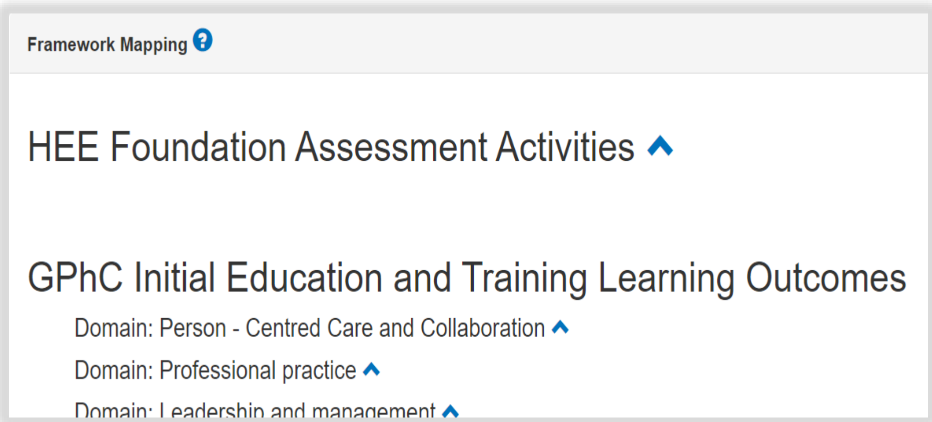
The 'Miscellaneous Evidence Upload' form will appear. Completed the required fields as instructed EXCEPT the 'Ticketed Supervisor' fields.



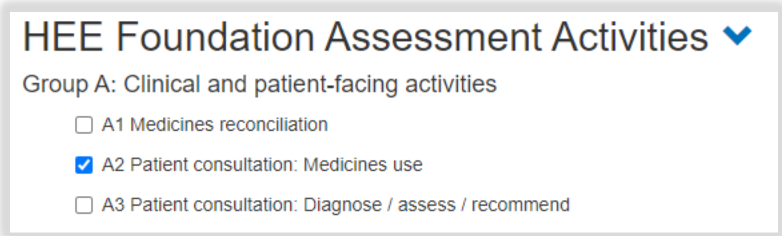
NOTE: You will notice there are fields that you will not be able to complete. These are fields for your designated supervisor and collaborators.

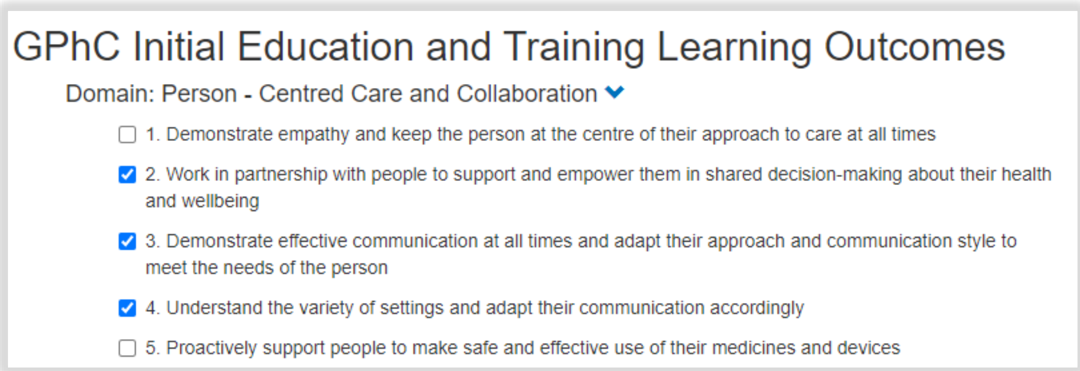
Continue and complete the rest of the form as instructed.

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



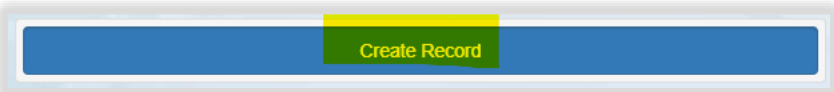
Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.



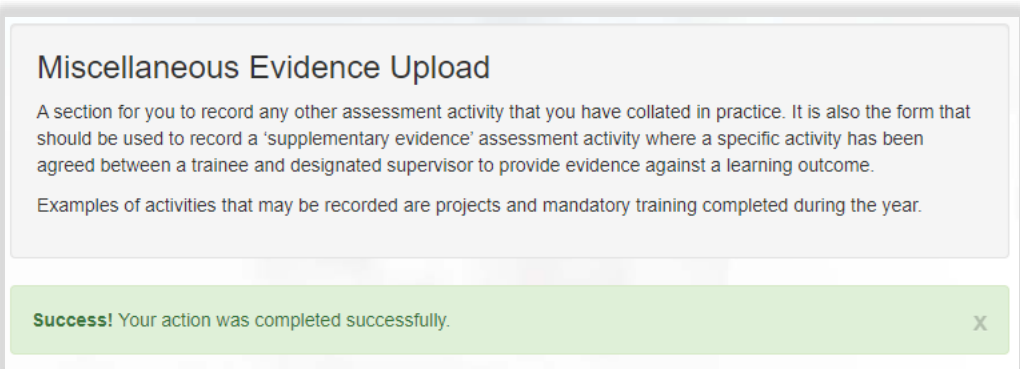


NOTE: GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

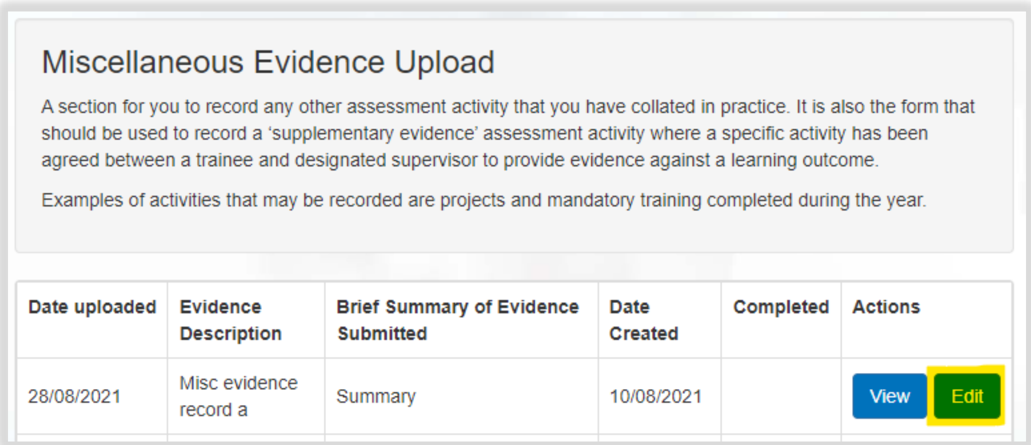
When you have completed all the required fields, select “Create Record”.



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



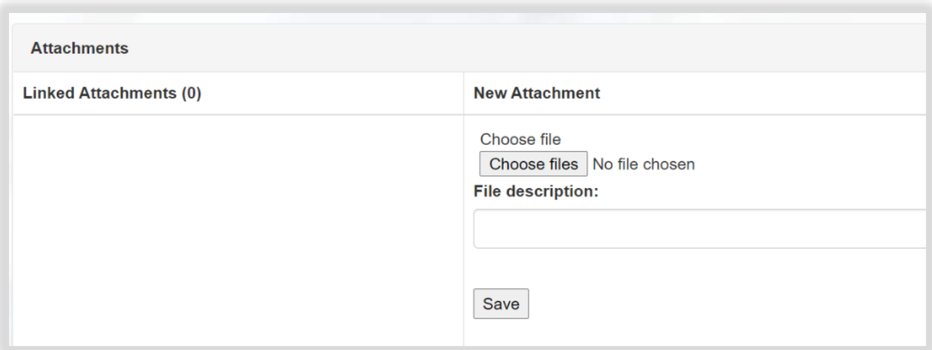
Miscellaneous Evidence Upload

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.

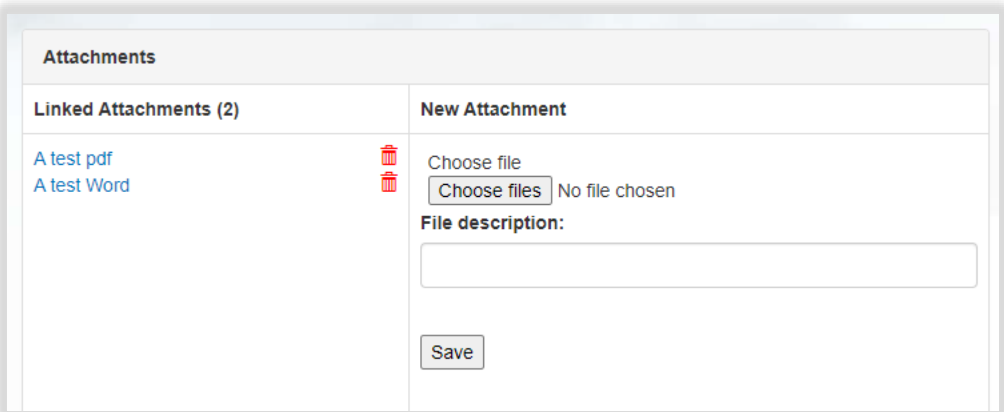
Examples of activities that may be recorded are projects and mandatory training completed during the year.

Date uploaded	Evidence Description	Brief Summary of Evidence Submitted	Date Created	Completed	Actions
28/08/2021	Misc evidence record a	Summary	10/08/2021		View Edit

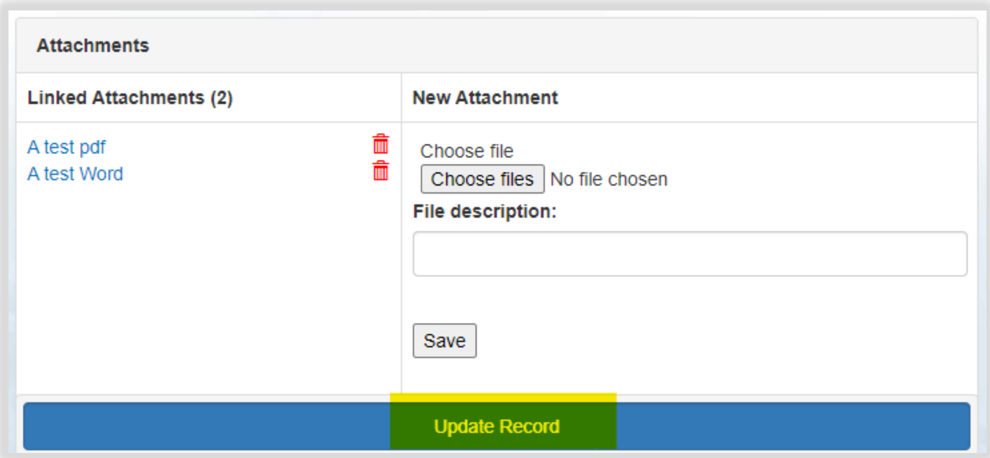
Add the upload by selecting "Choose files". You must enter a file description. Click "Save" once completed.



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

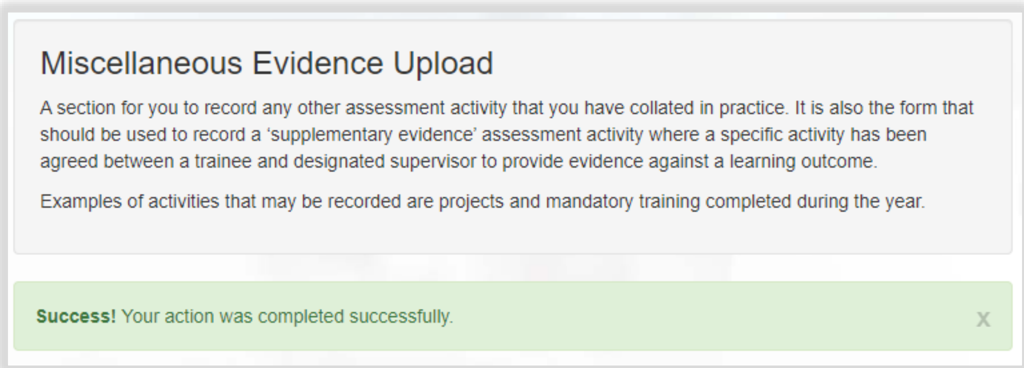


When you have finished editing select “Update and Complete Record”.



Confirm that you are happy to “Update Record”.

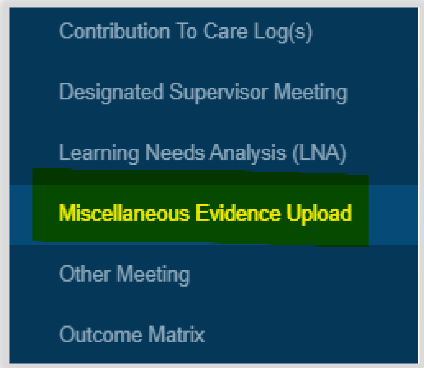
You will receive confirmation that the record has been updated.



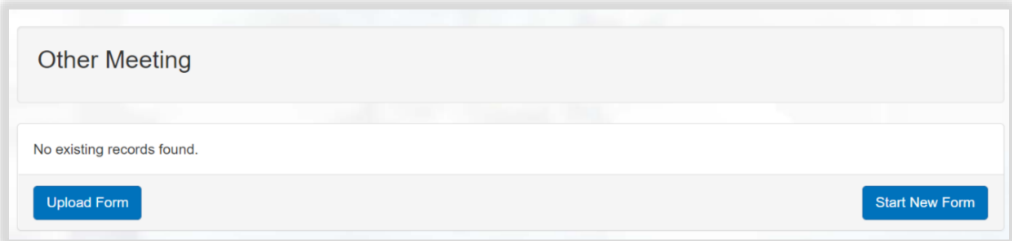
You can view and edit the form as per instructions provided in section 4.3.

11.1.2 Seeking feedback on a Miscellaneous Evidence Upload via an e-ticket

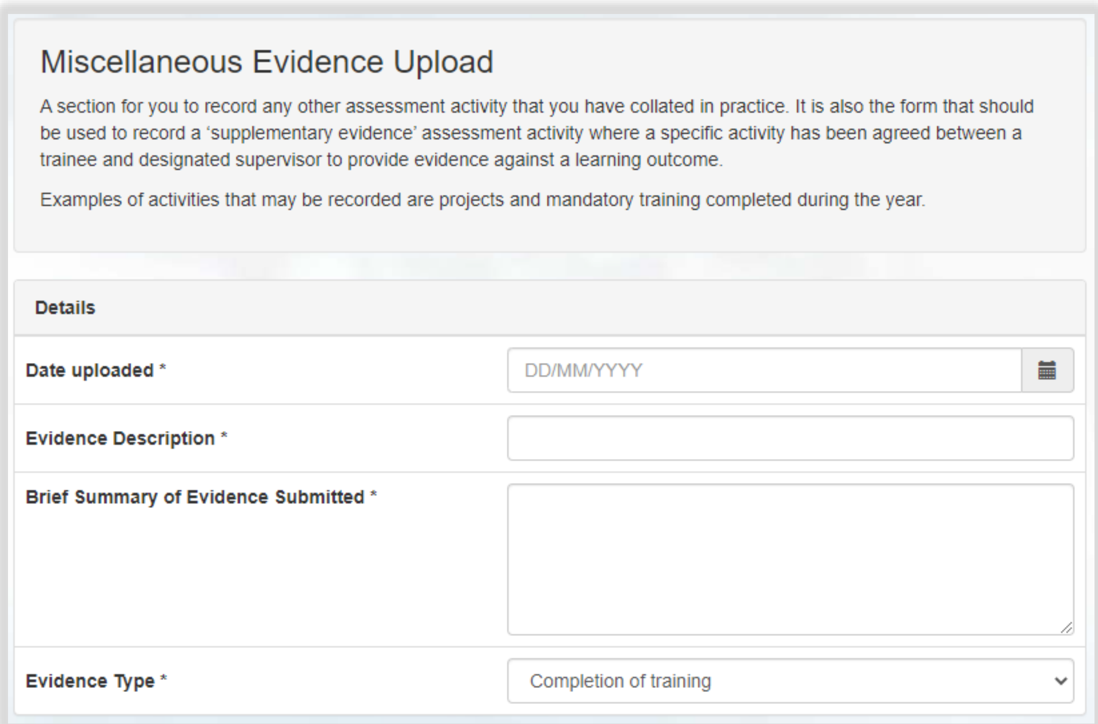
To access the Miscellaneous Evidence Upload, select 'Miscellaneous Evidence Upload' from the navigation menu.



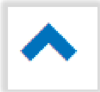
Select "Start New Form" to create a new record.

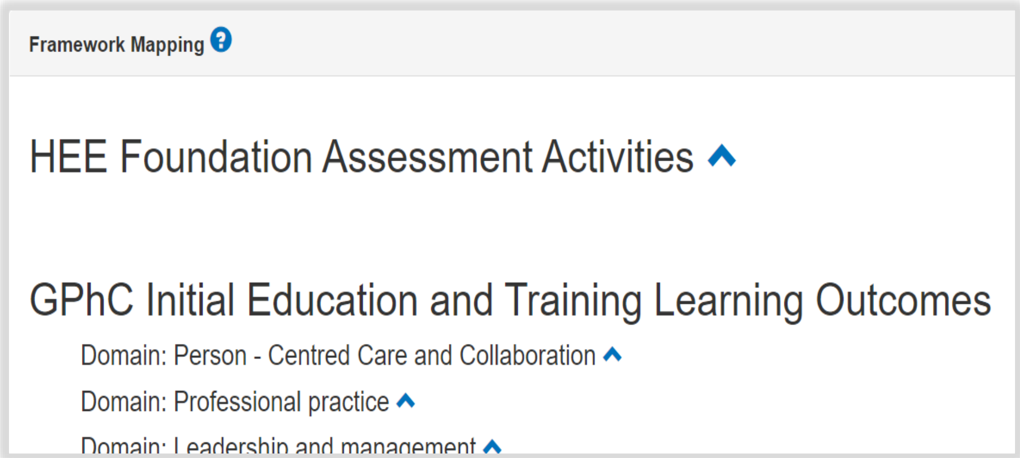


The 'Miscellaneous Evidence Upload' form will appear. Complete the required fields as instructed INCLUDING the 'Ticketed Supervisor' fields.

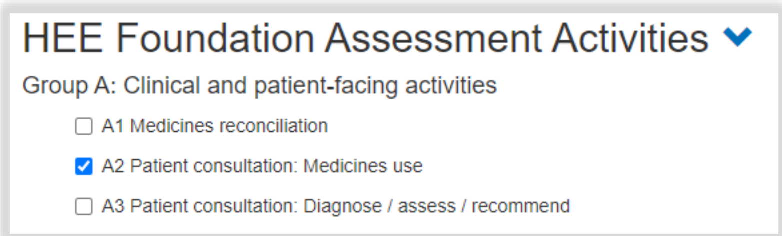


Enter in their full name and email address.

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



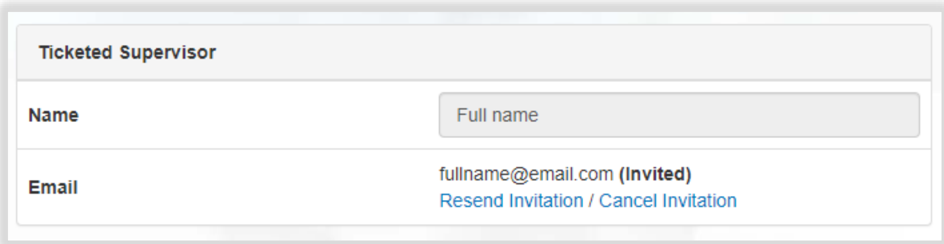
Select the activities and outcomes that apply. You must select at least ONE assessment activity and at least ONE learning outcome.



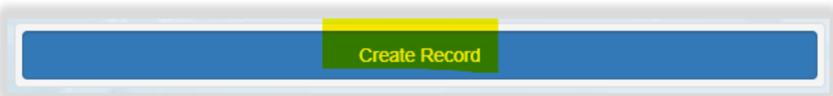
NOTE: GPhC interim learning outcome 37 is not a requirement for the 2021/22 training programme, therefore you will not be able to select this.

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

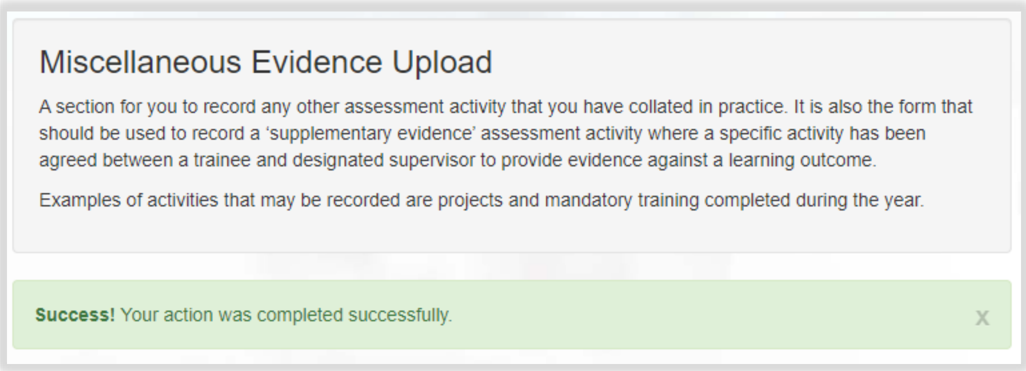
The form will update, and you will receive confirmation that the email has been sent.



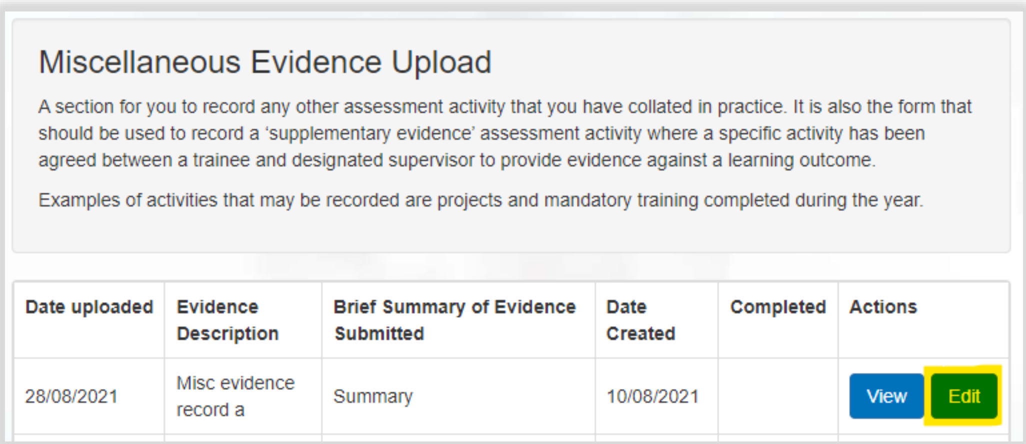
Your collaborator will receive an automatic email from the E-portfolio with a link to provide feedback. Please advise your collaborator to also check their junk folder as the automatic emails can on occasions be filtered out as spam.



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

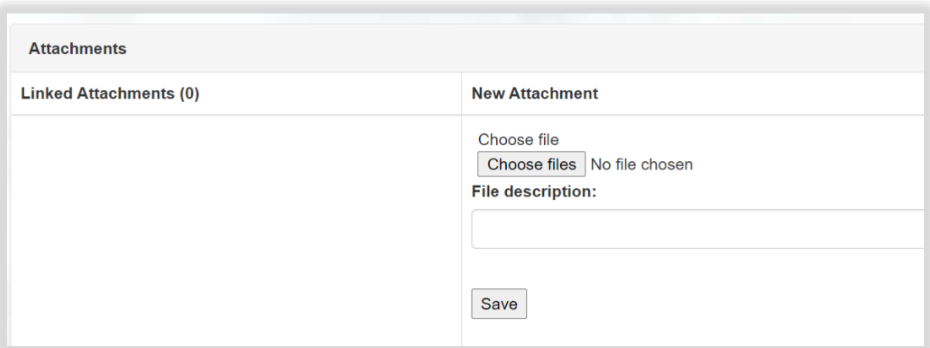


You will have noticed that you were not able to attach files when first completing the form. To upload an attachment, select "Edit" to view the record you have just created and upload a file.

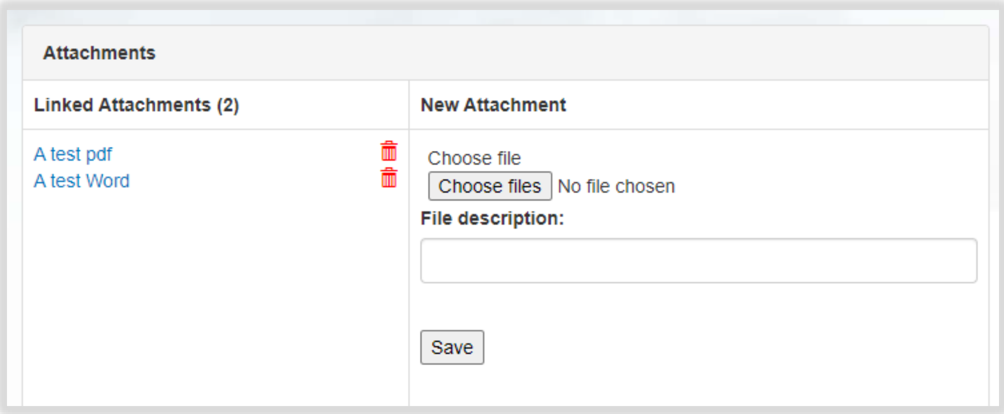


Select "Edit" to view the record you have just created and upload a file.

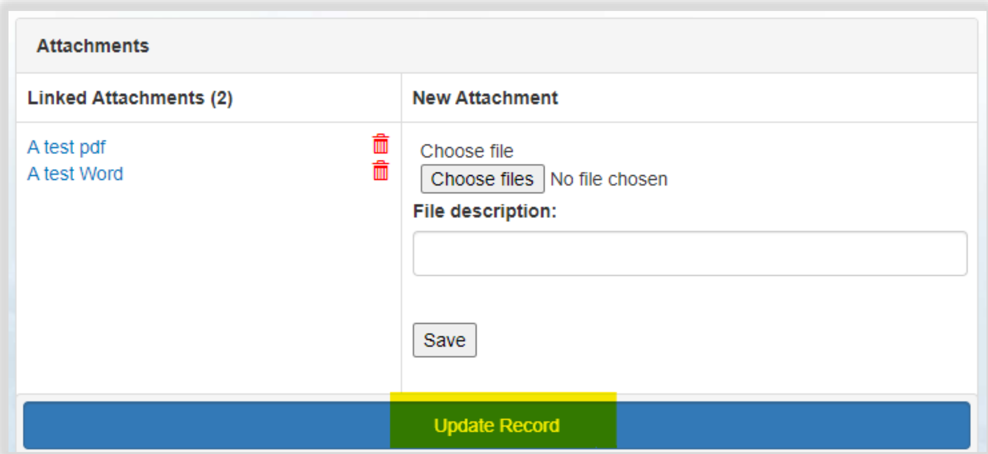
Add the upload by selecting "Choose files". You must enter a file description. Click "Save" once completed.



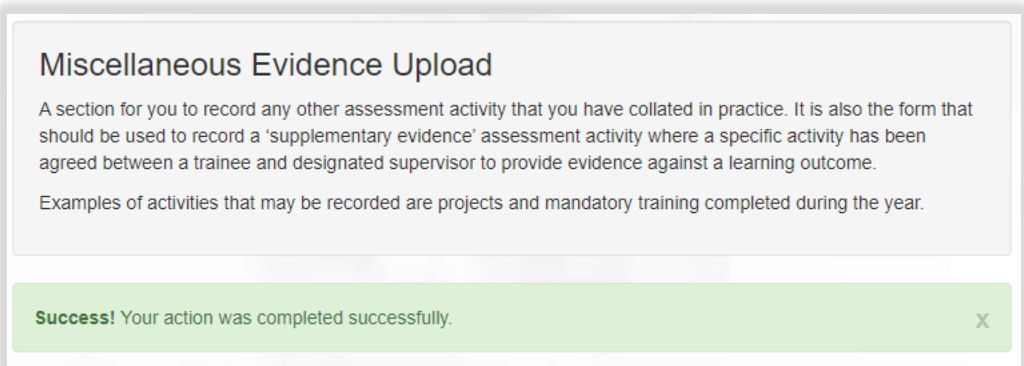
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



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



You will receive confirmation that the record has been updated.



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.

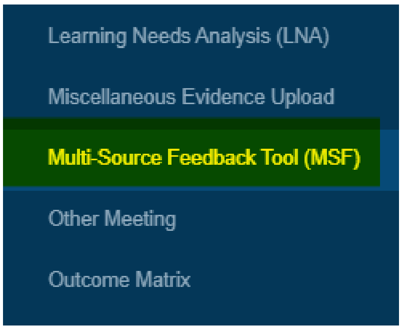
Before you initiate the feedback process, we advise you to contact your colleagues to ask if they are willing to assist. Use this as an opportunity to ensure that you have the correct contact details for them too.

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.

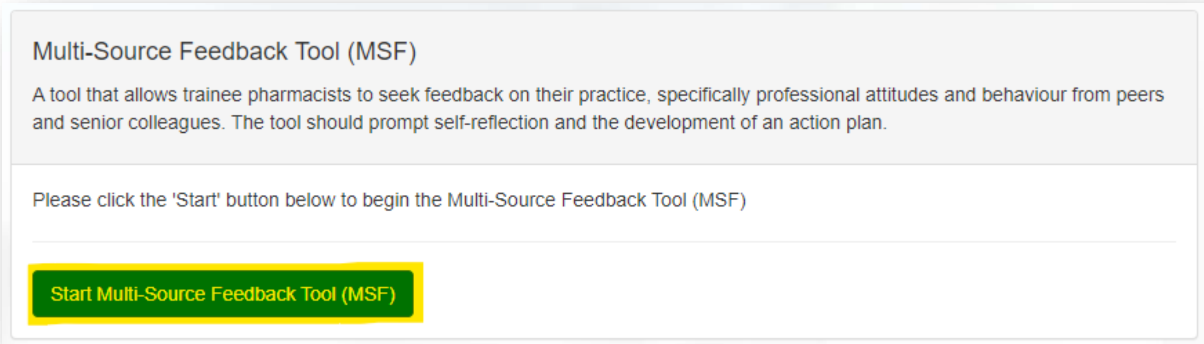
Further guidance about the MSF tool can be found on the E-portfolio and downloadable resources webpage: https://www.hee.nhs.uk/our-work/pharmacy/initial-education-training-pharmacists-reform-programme/trainee-pharmacist-foundation-year-programme/e-portfolio-downloadable.

12.1 Initiating the multi-source feedback process

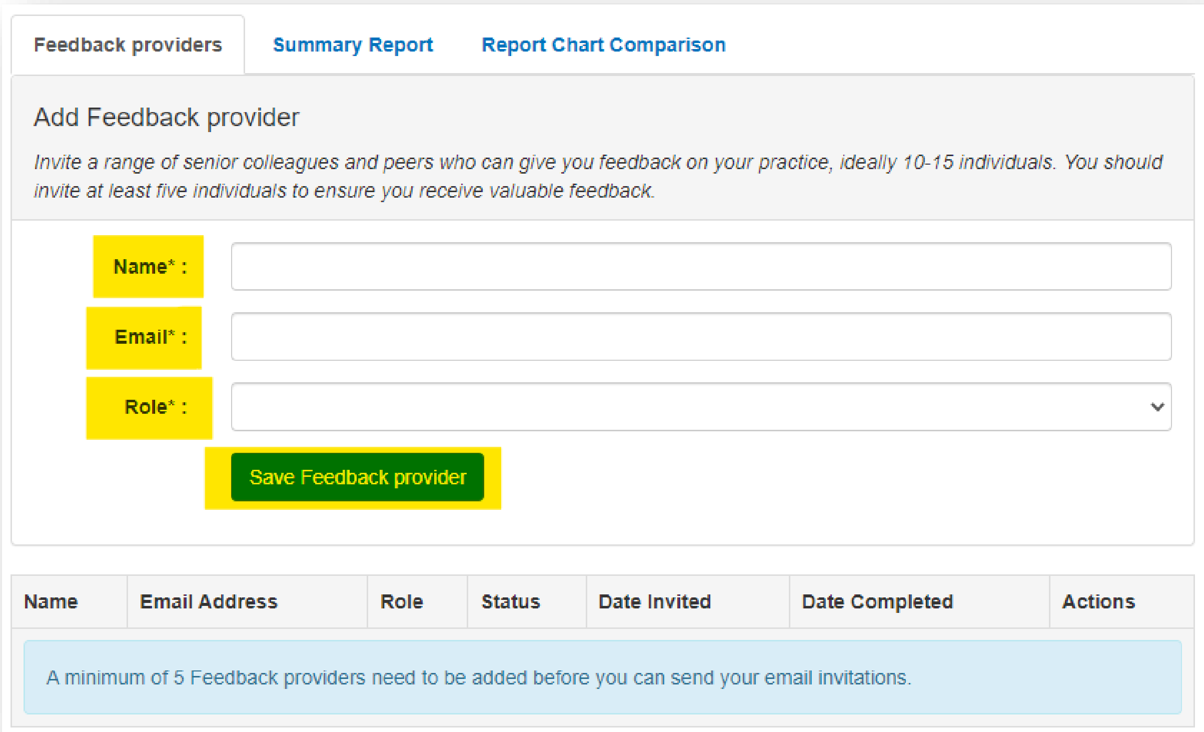
Select “**Multi-Source Feedback Tool**” from the navigation menu.



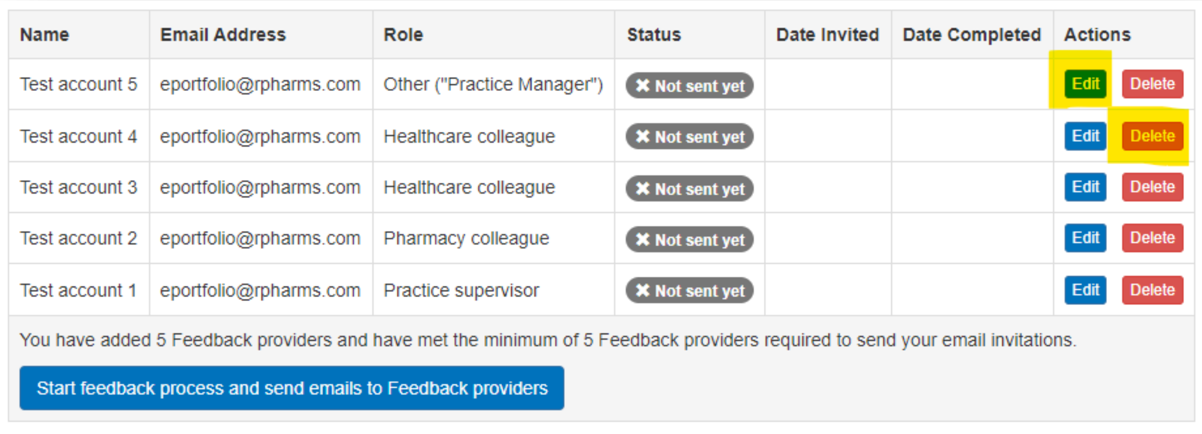
To initiate the process, select "**Start Multi-Source Feedback Tool**".



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**".

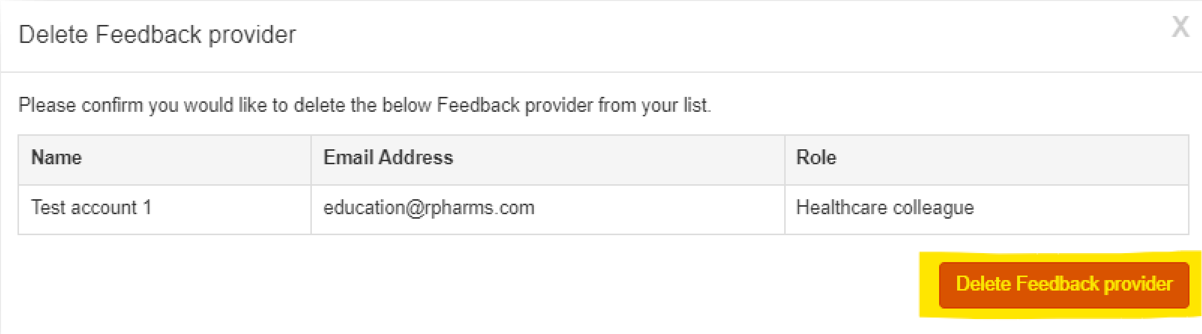


Before sending the invitation email to colleagues, you have the option to edit their details by clicking on “**Edit**”. You can also delete their details if you change your mind or find out that they can no longer provide you with feedback. Simplify select “**Delete**” to delete them from the list.



If you choose to **edit** details, a pop-up box will appear. Edit the necessary fields and select “**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.



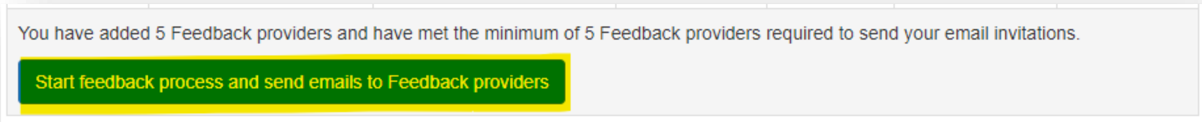
Delete Feedback provider

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**”.



NOTE: Once you have closed the feedback process you will no longer be able to edit or delete details or add further names.

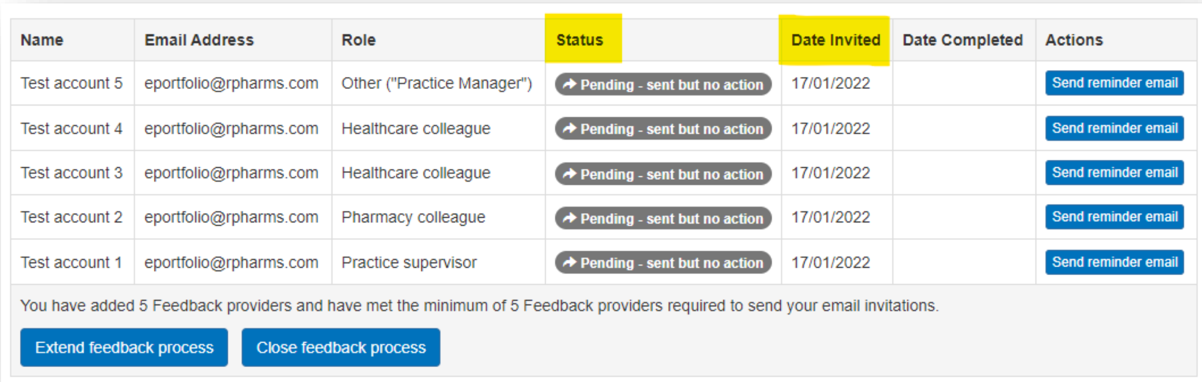
The status of the MSF will change once all emails have been sent.

Status

Not sent yet

Pending - sent to feedback provider no action

Completed - Feedback provider completed and submitted

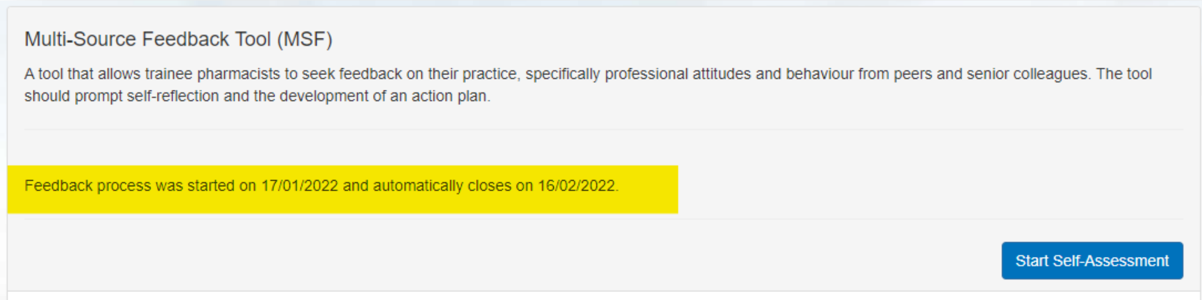


Name	Email Address	Role	Status	Date Invited	Date Completed	Actions
Test account 5	eportfolio@rpharms.com	Other ("Practice Manager")	Pending - sent but no action	17/01/2022		Send reminder email
Test account 4	eportfolio@rpharms.com	Healthcare colleague	Pending - sent but no action	17/01/2022		Send reminder 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.



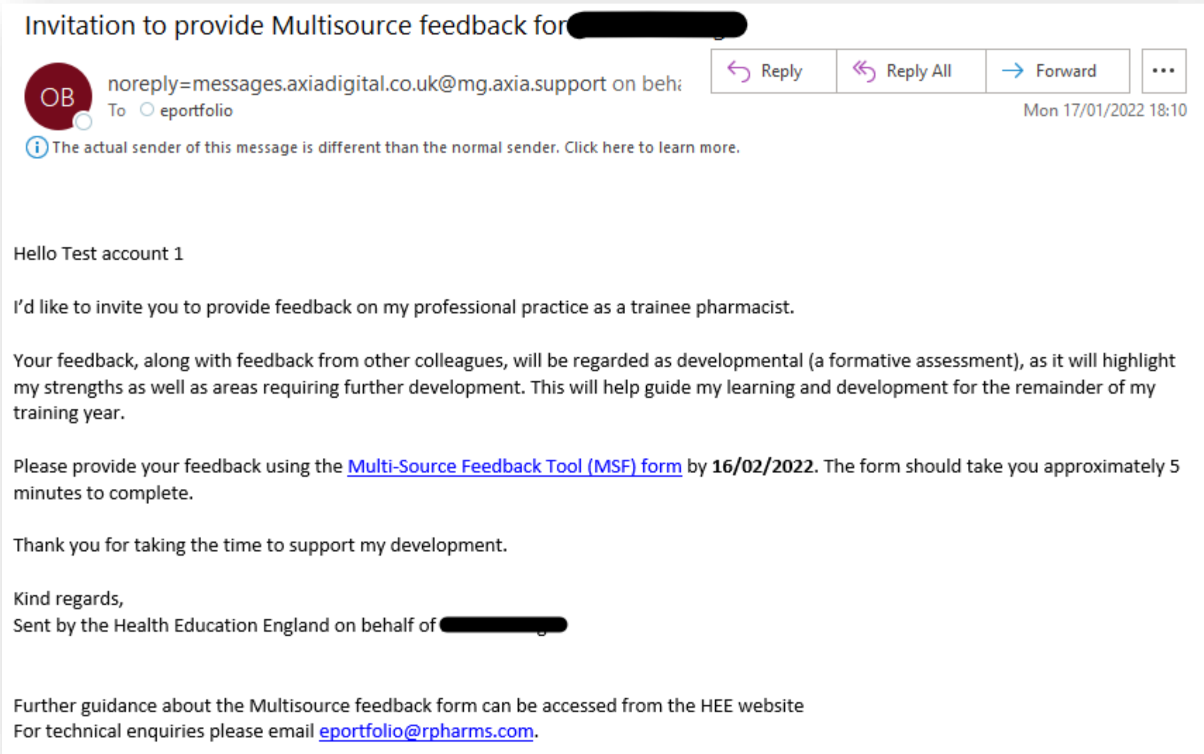
Multi-Source Feedback Tool (MSF)

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]

OB noreply=messages.axiadigital.co.uk@mg.axia.support on beh

To eportfolio

Reply | Reply All | Forward | ...

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.

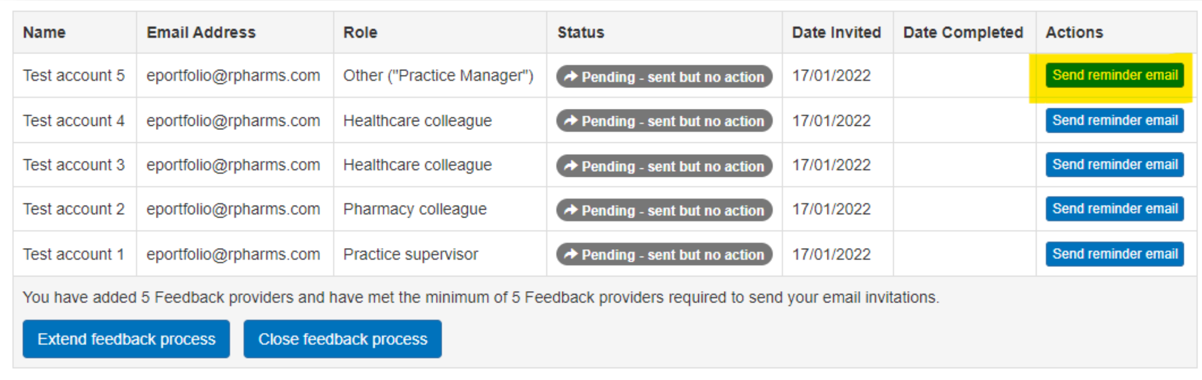
Thank you for taking the time to support my development.

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.

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		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.

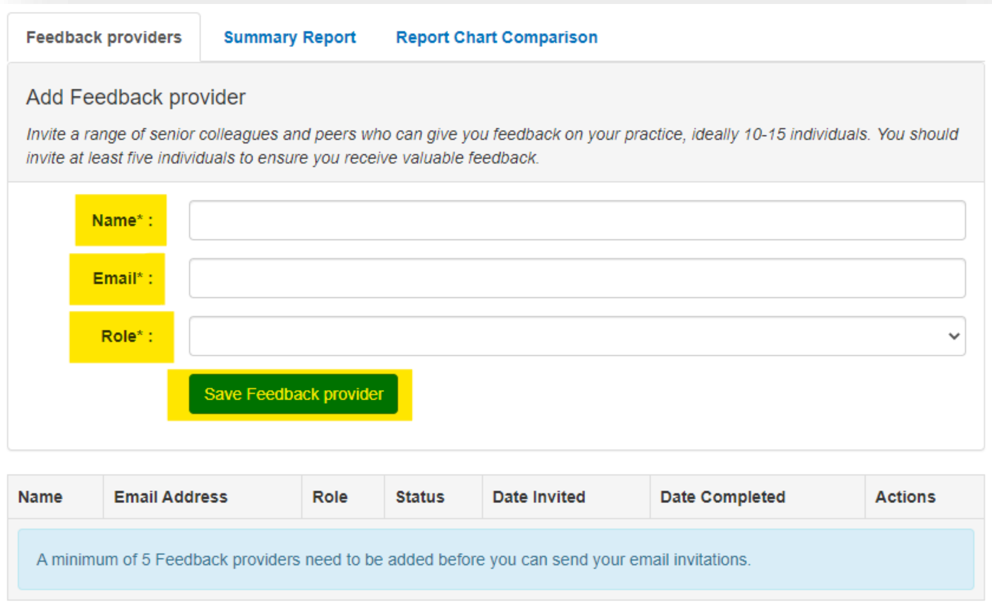
Extend feedback process | Close feedback process

You 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.

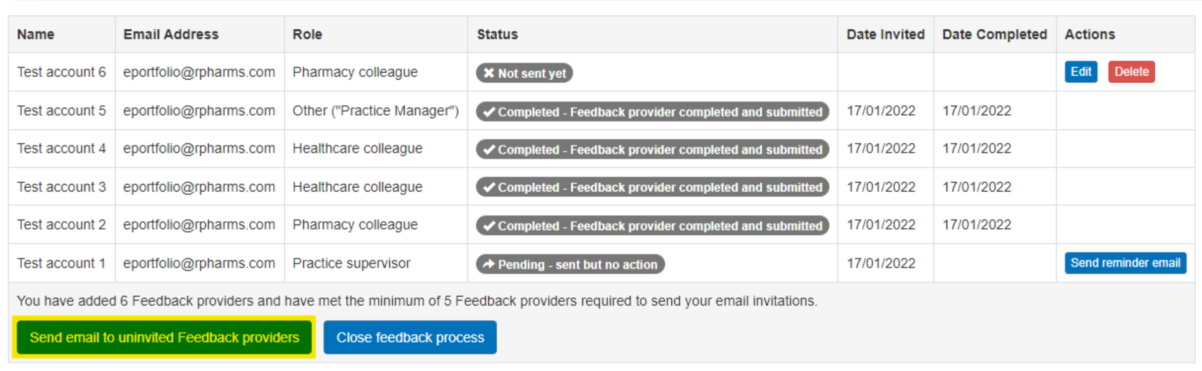
12.1.1 Adding colleagues

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**”.



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			Edit Delete
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		Send reminder email

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

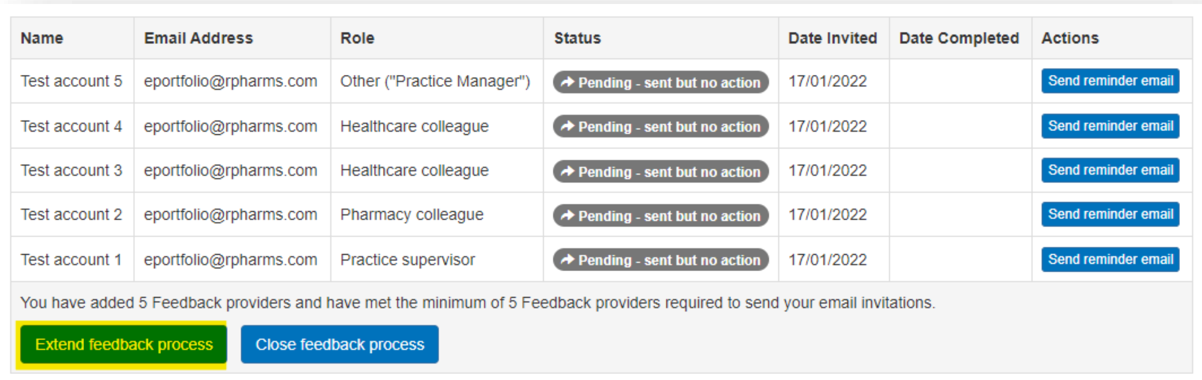
12.2 Managing colleagues

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		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

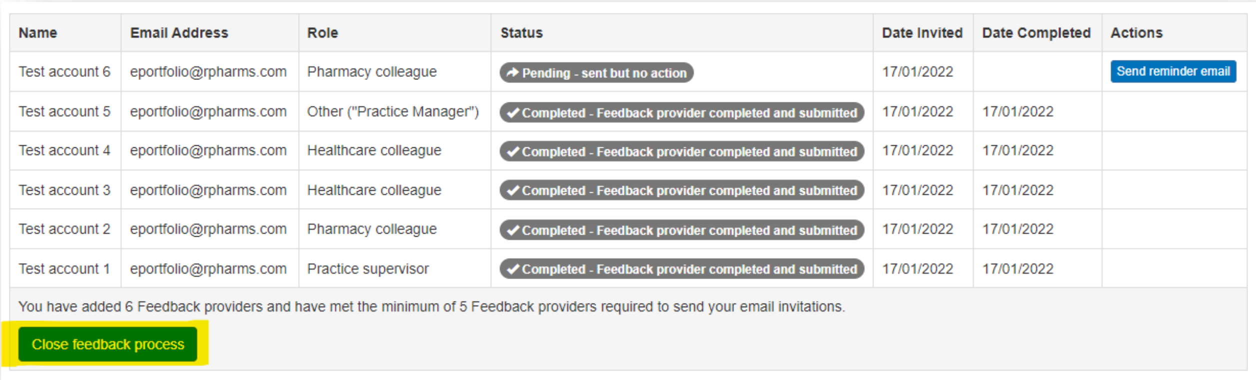
The deadline for completion of the MSF cycle will be updated accordingly at the top of the page.

12.2.2 Closing the feedback process

If all your colleagues have provided feedback before the 30 days deadline, or if you feel that a sufficient number of responses have been received, you can close the process early to trigger the next step.

To close the process, select “**Close feedback process**”.

NOTE: Once you have done this you will not be able to return and open up the process. The process will be also closed for any individuals who have not yet responded.

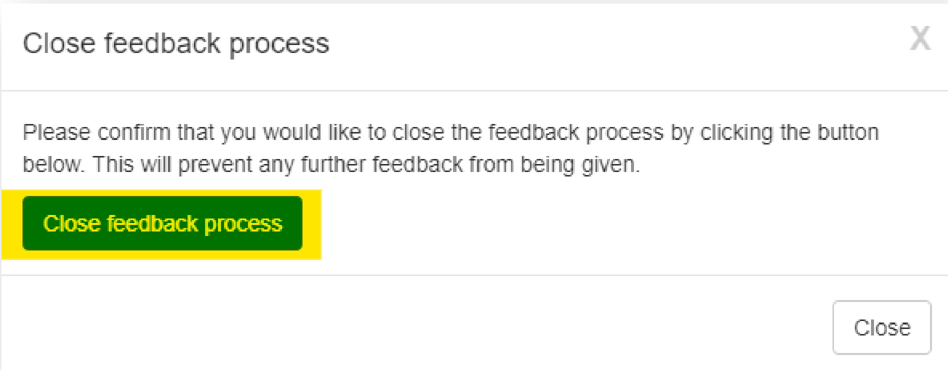


Name	Email Address	Role	Status	Date Invited	Date Completed	Actions
Test account 6	eportfolio@rpharms.com	Pharmacy colleague	Pending - sent but no action	17/01/2022		Send reminder email
Test account 5	eportfolio@rpharms.com	Other ("Practice Manager")	Completed - Feedback provider completed and submitted	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	

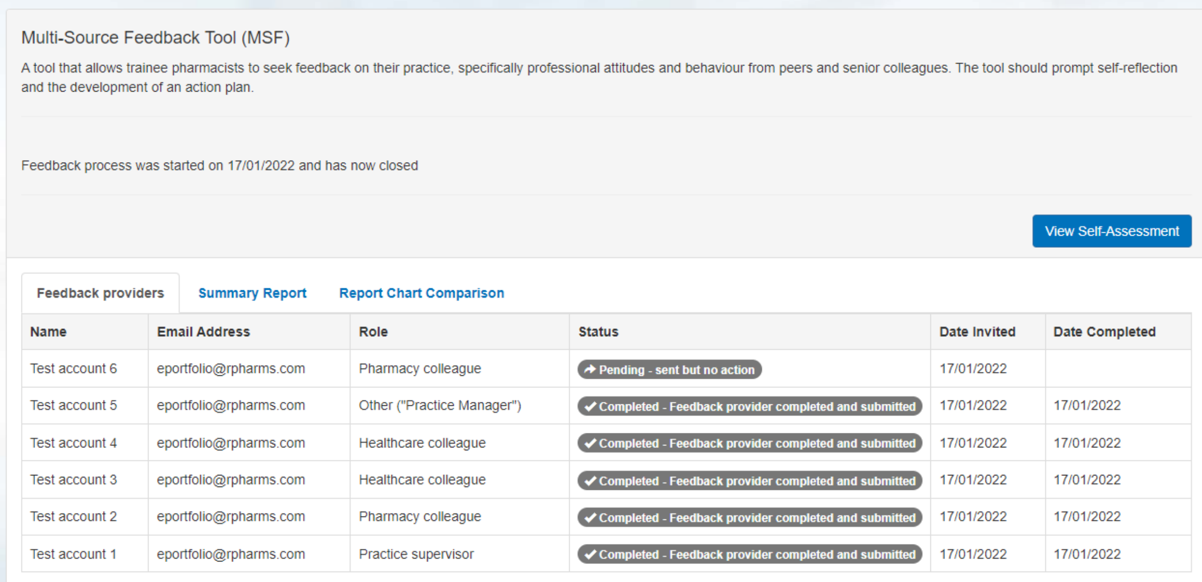
You have added 6 Feedback providers and have met the minimum of 5 Feedback providers required to send your email invitations.

Close feedback process

Click “**Close feedback process**” when the pop-up box appears, to confirm that you want to close the process.



The MSF gathering stage will now close, and your designated supervisor will receive an email asking them to review the feedback. They will be given 30 days to review the feedback and provide comments.



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

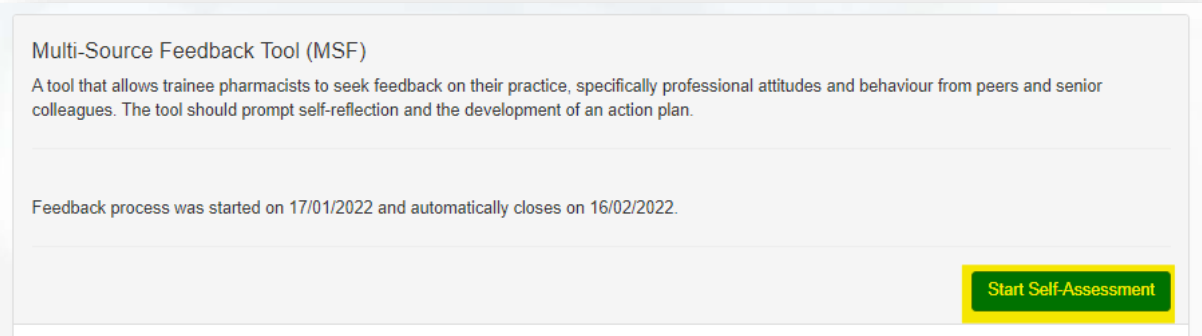
Feedback providers | Summary Report | Report Chart Comparison

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**".



Complete all sections as instructed, rating your practice, and providing comments on each section.

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
Maintaining trust/professional relationship with patients • Actively Listens • Is polite and caring • Shows respect for patients' opinions, privacy, dignity, and is unprejudiced	○	○	○
Verbal communication skills • Gives understandable information • speaks good English, at the appropriate level for the patient	○	○	○

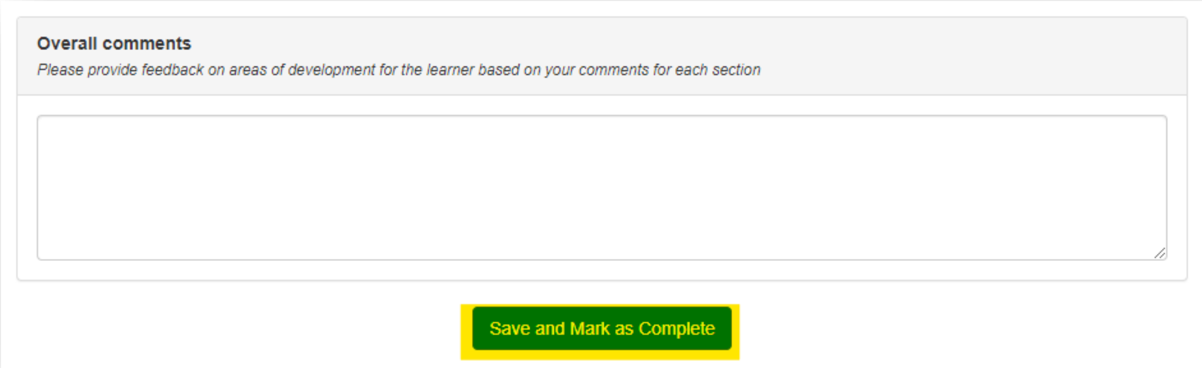
Maintaining trust/professional relationship with patients

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.



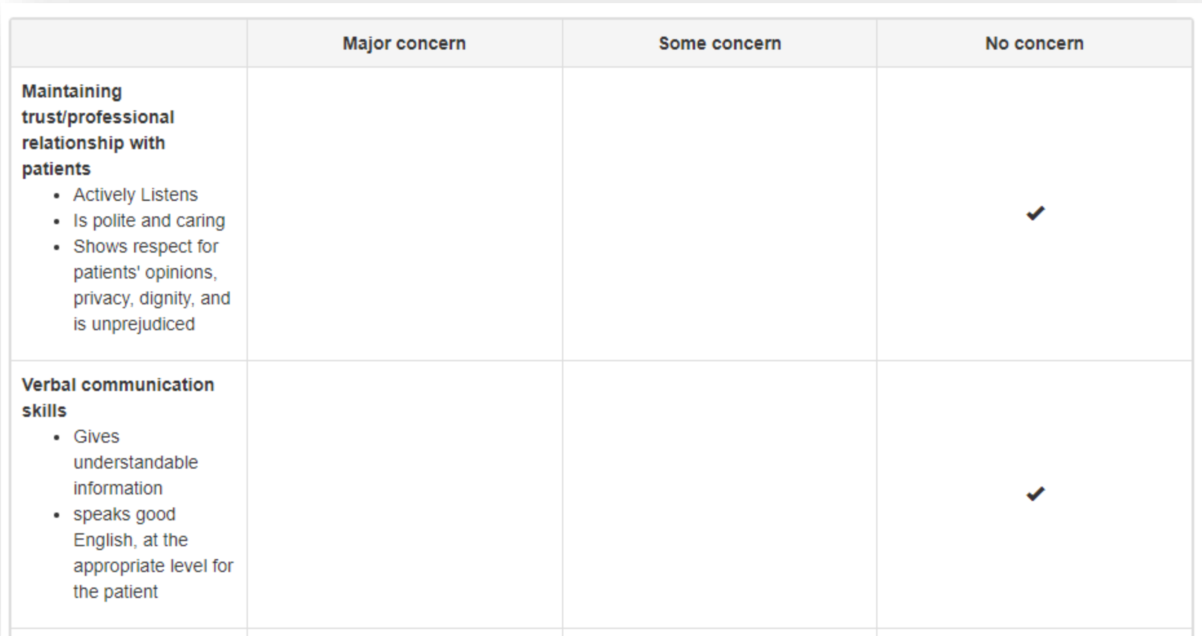
Overall comments

Please provide feedback on areas of development for the learner based on your comments for each section

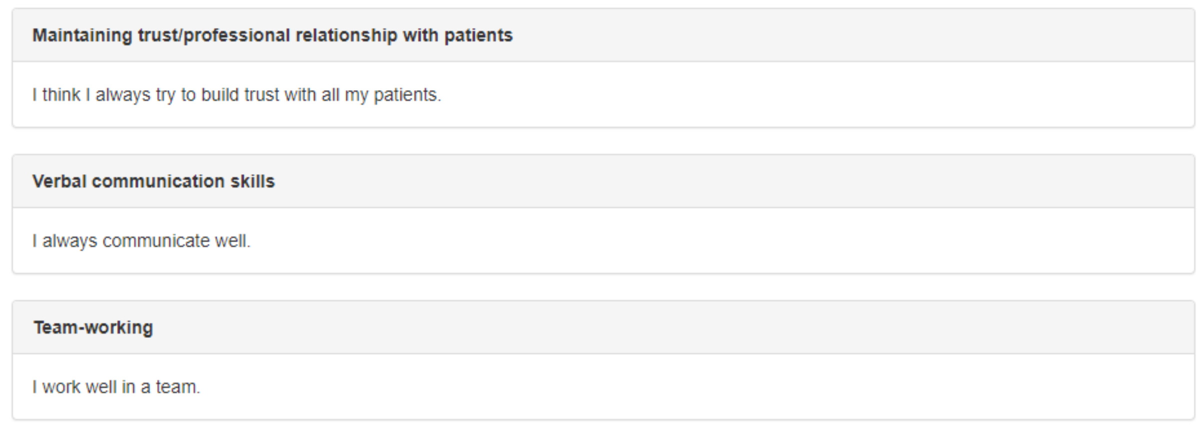
Save and Mark as Complete

NOTE: Once 'Save and Mark as Complete' has been selected, you will not be able to return to make additional edits.

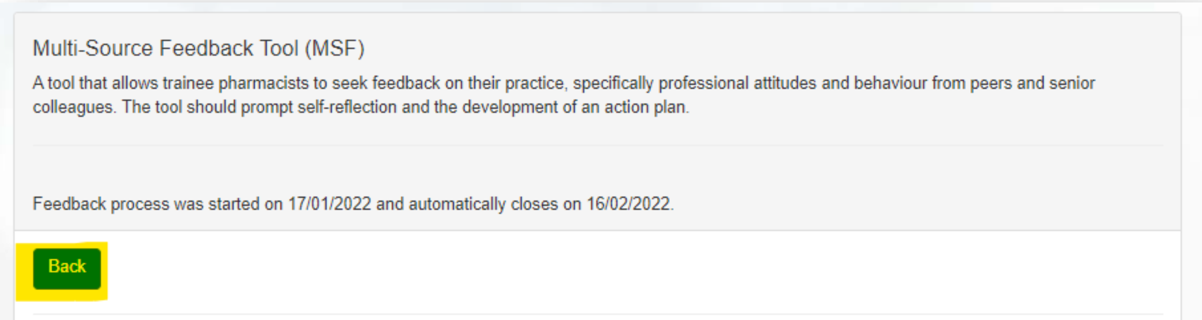
You will receive confirmation that the form is completed, and the form becomes read-only.



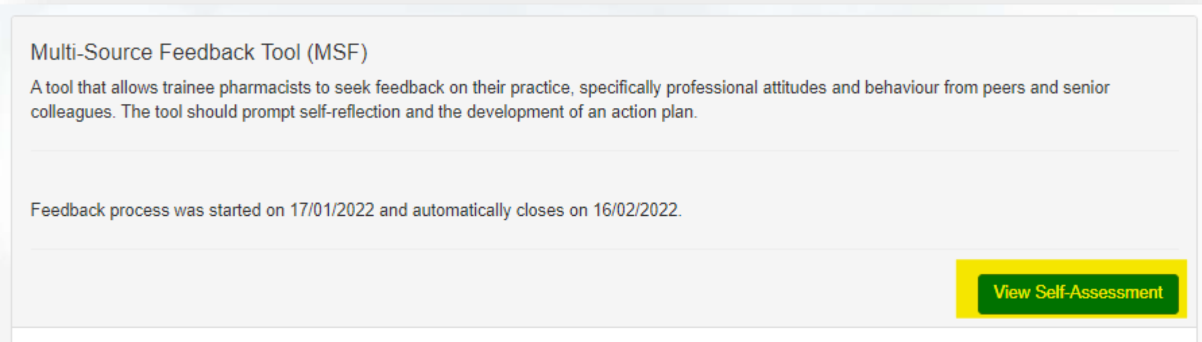
	Major concern	Some concern	No concern
Maintaining trust/professional relationship with patients • Actively Listens • Is polite and caring • Shows respect for patients' opinions, privacy, dignity, and is unprejudiced			✔
Verbal communication skills • Gives understandable information • speaks good English, at the appropriate level for the patient			✔



Close the form by clicking the “**Back**” button at the top of the screen.



You will be able to view your self-assessment at any point by selecting “**View self-assessment**”.



12.3 Reviewing your feedback

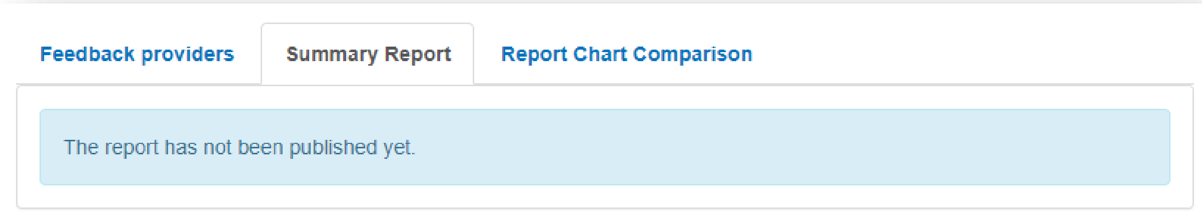
12.3.1 Designated supervisor review

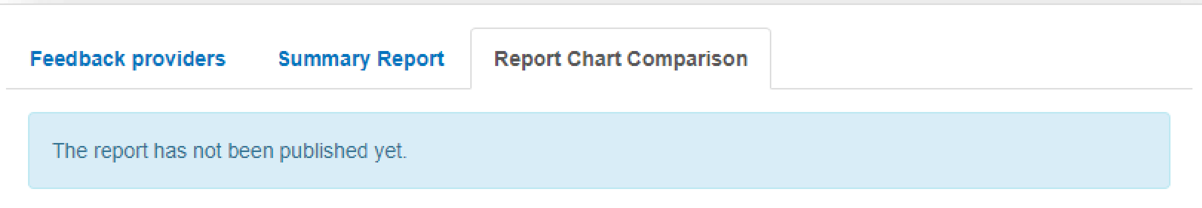
Once the feedback gathering stage is closed (either manually by you, or because the deadline has passed), your designated supervisor will review your feedback.

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.

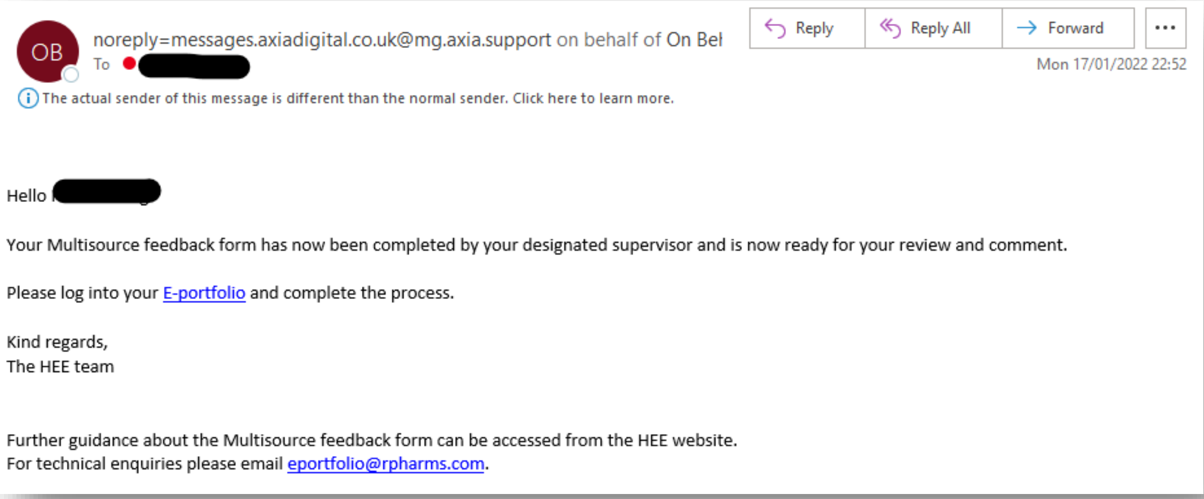
NOTE: If your designated supervisor has not published feeback with aditional comments, the **Summary Report** and **Report Chart Comparison** tabs will appear blank. You may need to send them a reminder using the **Messaging** tool.



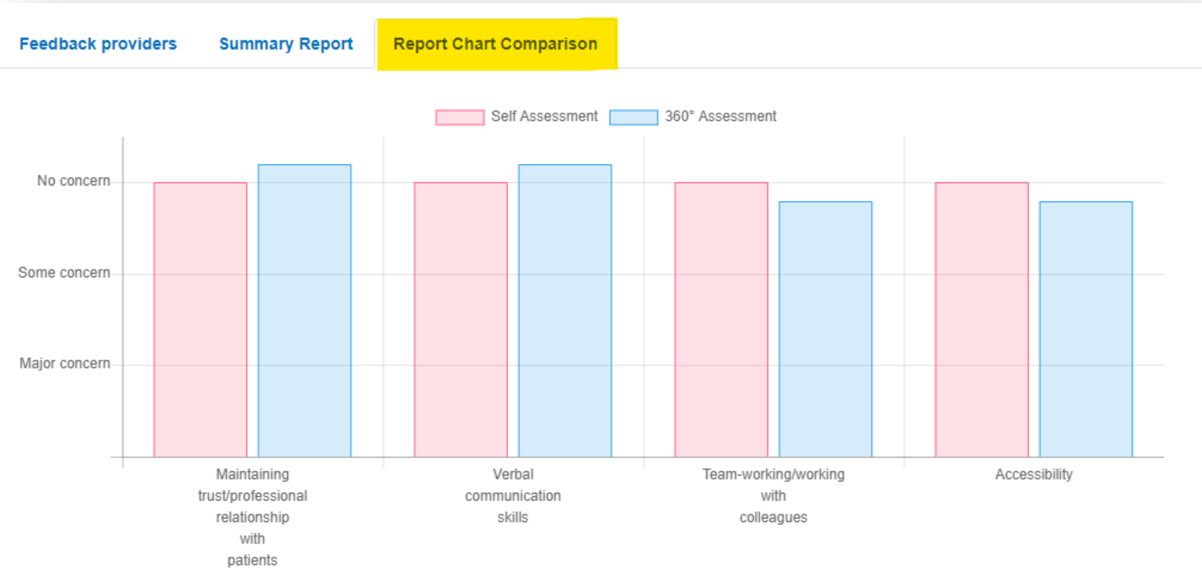


12.3.2 Your review

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
Maintaining trust/professional relationship with patients • Actively Listens • Is polite and caring • Shows respect for patients' opinions, privacy, dignity, and is unprejudiced	0	0	6
Verbal communication skills • Gives understandable information • speaks good English, at the appropriate level for the patient	0	0	6
Team-working/working with colleagues • Respects others' roles, and works constructively in the team • Hands over effectively, and communicates well • Is unprejudiced, supportive and fair	1	0	5
Accessibility • Accessible • Takes proper responsibility Only delegates appropriately. • Does not shirk duty • Responds when called • Arranges cover for absence	0	2	4

Maintaining trust/professional relationship with patients

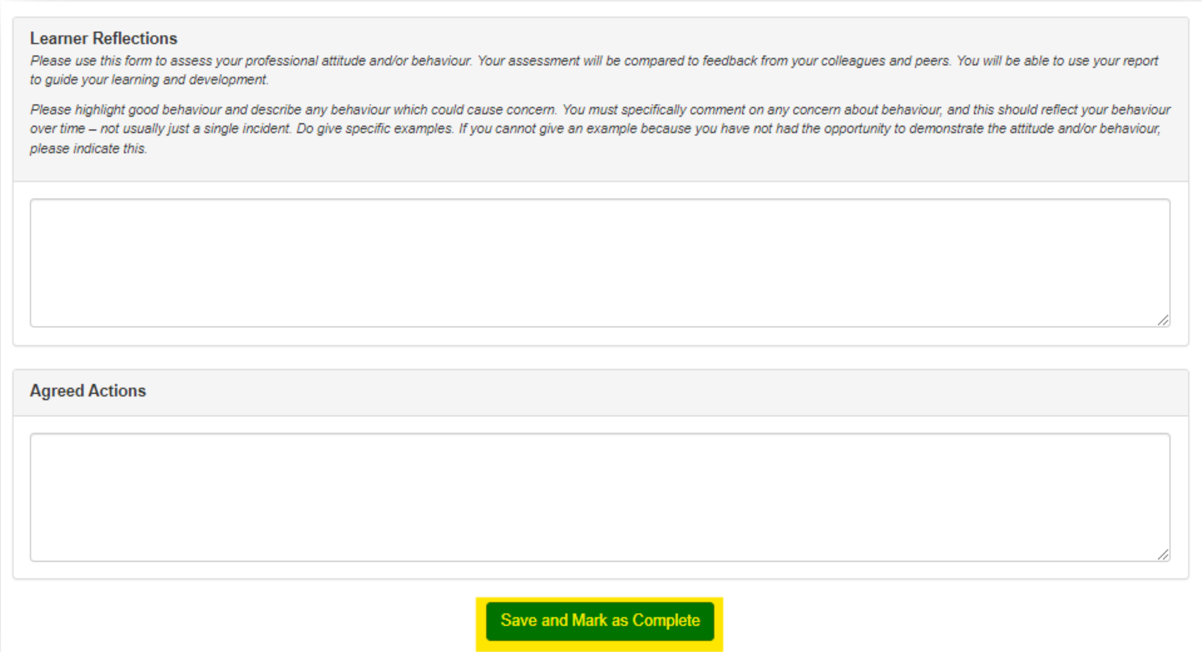
Comment
All very good
No concerns with maintaining trust/professional relations with patients
Trainee shows respect for patients' opinions, privacy, dignity, and is unprejudiced
I think I always try to build trust with all my patients.
Takes time to listen to patient's and understand their needs
Is always polite and demonstrates care towards patients and public

Verbal communication skills

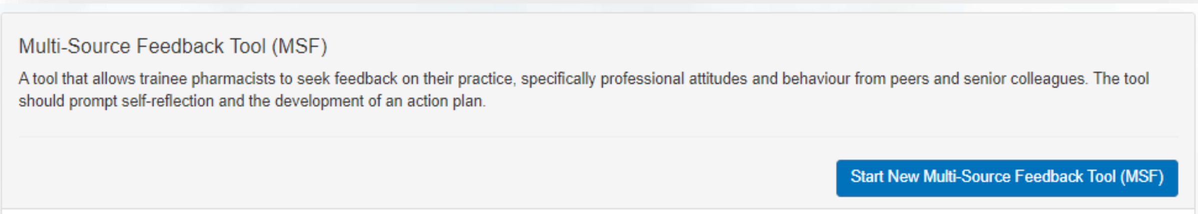
Comment
Good
Very good verbal communication skills displayed
Very good communication skills. Explains things slowly.

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 MSF cycle is complete. You will now be able to initiate a new MSF cycle.



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:

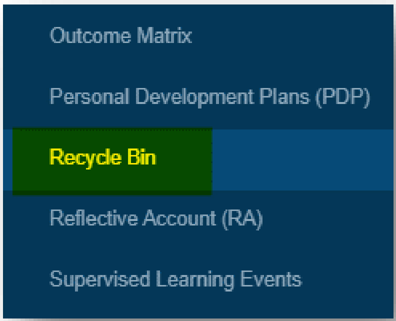
- Contributions to care logs
- Miscellaneous evidence uploads
- Reflective accounts
- Supervised learning events
    - Mini clinical evaluation exercise (mini-CEX)
    - Case based discussions (CbD)
    - Direct observation of practical skills (DOPS)
    - Medication-related consultation framework (MRCF)

NOTE: Deleted records are not permanently deleted and can be retrieved at any time.

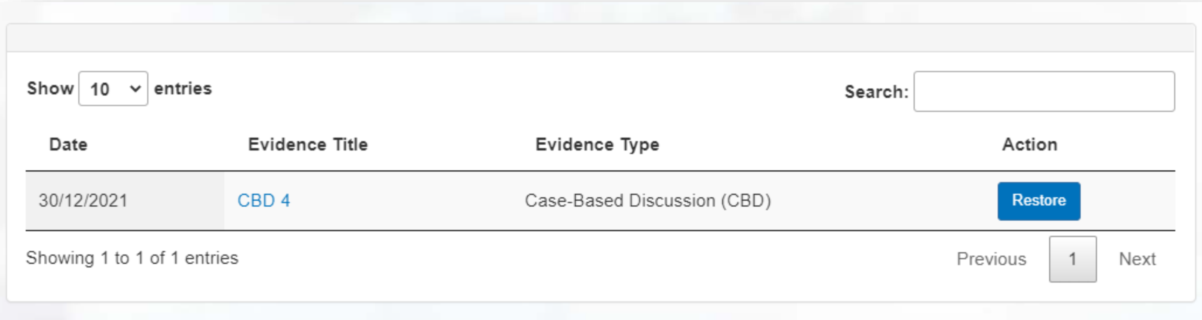
NOTE: Trainee pharmacists do not have the authorisation to delete records but can restore deleted records.

13.1 Viewing and retrieving deleted records

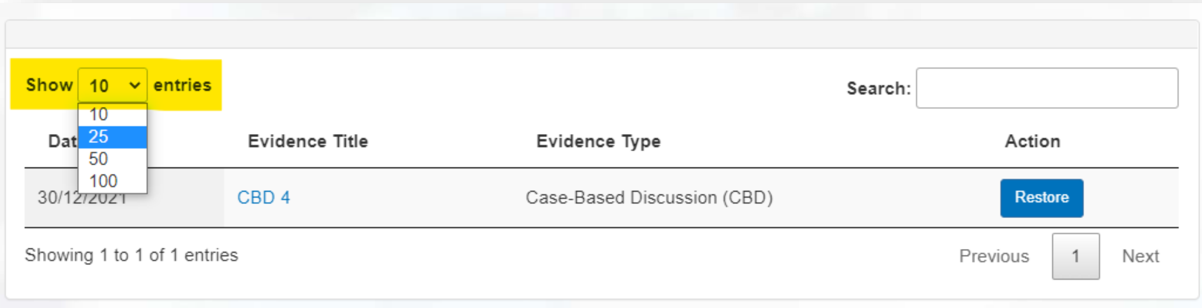
Select “**Recycle Bin**” from the navigation menu to view your deleted records



Your list of deleted records will appear. To view a record, click on the title of the record.



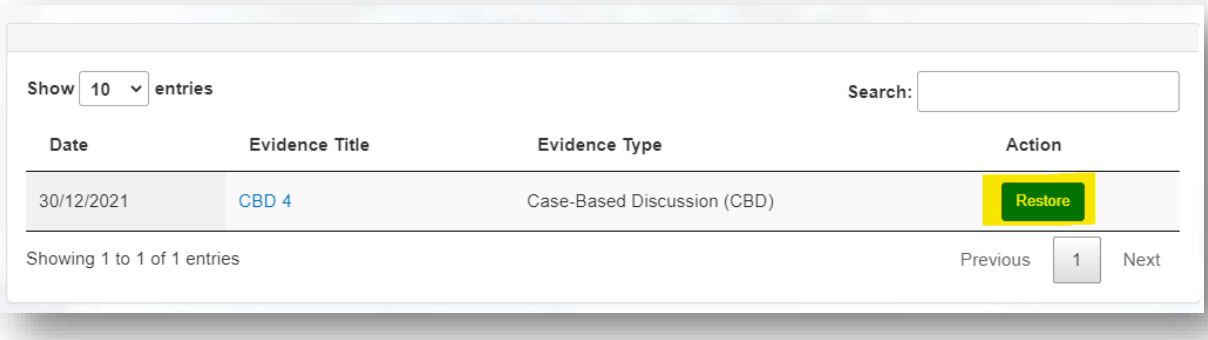
You can choose to view more records on a page by selecting “**Show**” and selecting the number of items you want displayed from the drop-down list.



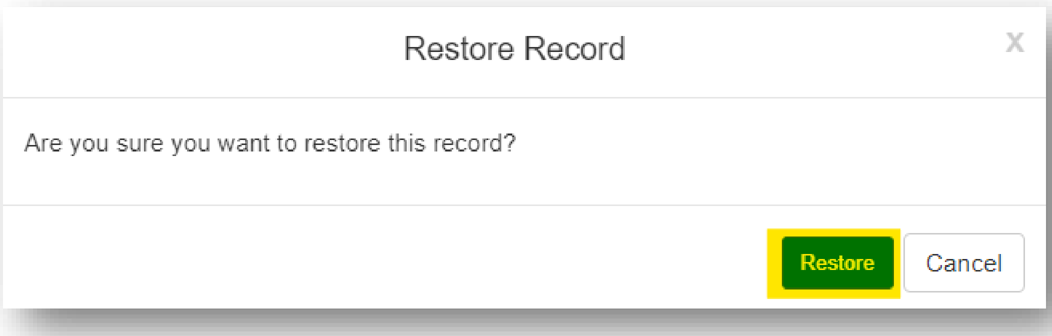
You can search for records by typing text in the search field.

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.



Confirm that you want to restore the record by selecting "**Restore**" when the pop-up box appears.



The record will be removed from the deleted records list.

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		View Edit Delete
CBD 1	30/09/2021	10 weeks	05/11/2021		View Edit Delete
CBD 2	04/10/2021		19/10/2021		View Edit Delete
CBD 3	15/09/2021		19/10/2021		View Edit Delete

Upload Form

Start New Form

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.

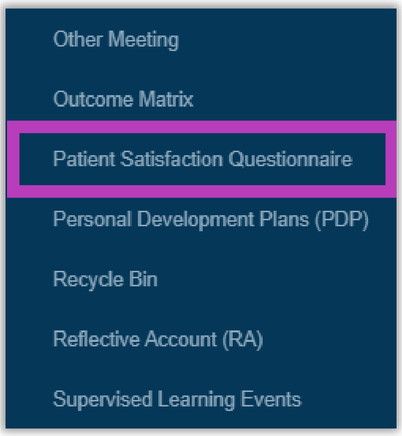
It is recommended that you collect feedback from a minimum of ten patients to enable the closure of an active PSQ cycle. This will also ensure that the feedback you receive will be of value. There is no limit on the number of patients that you can collect feedback from - the more the better!

NOTE: You will not be able to initiate a new PSQ cycle until you have completed the previous cycle.

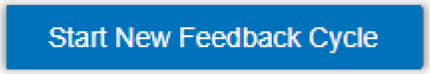
Further guidance about the PSQ tool can be found on the HEE E-portfolio and downloadable resources webpage.

14.1 Initiating the patient satisfaction questionnaire process

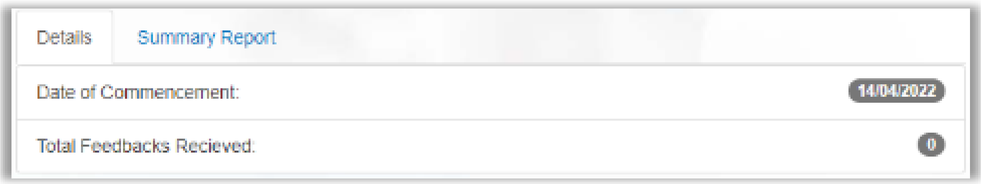
Select **Patient Satisfaction Questionnaire** from the left-hand navigation menu of the E-portfolio.



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.

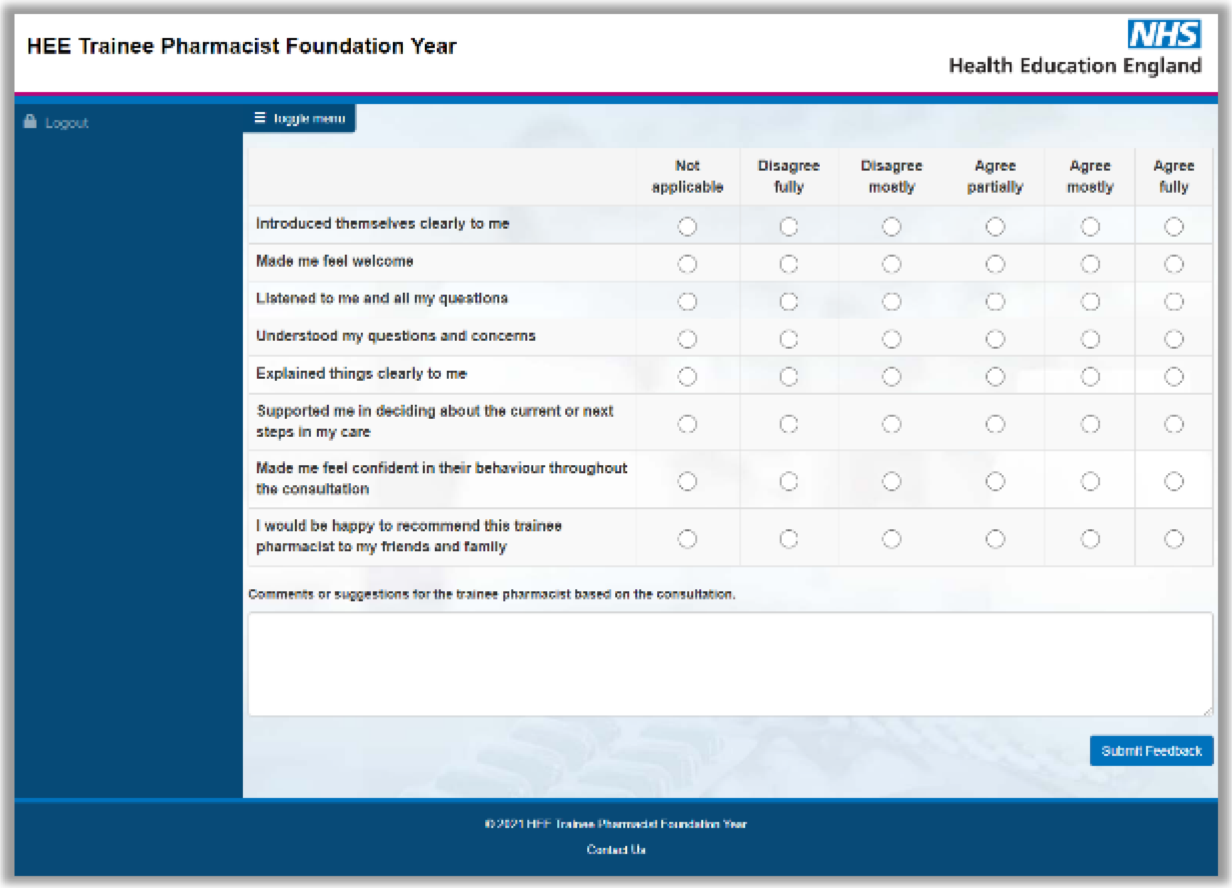


To generate a link/QR code which can be used by patients to provide you with feedback, click the '**Generate Link/QR Code**' button.

A new QR code which is associated with this feedback cycle will be generated.

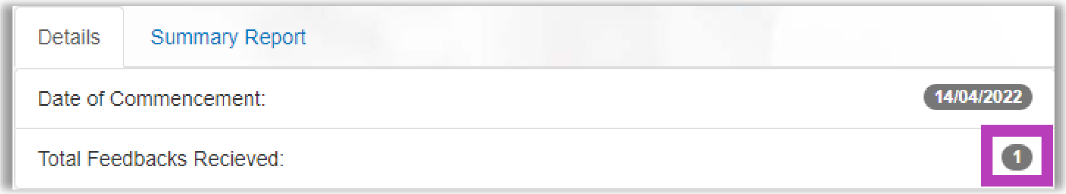
The QR code can be printed out and displayed in your place of work, which will enable patients to easily scan the code and be directed to the questionnaire. Alternatively, you can copy the direct link and send this to patients individually – to copy the link, click the '**Copy Link'** button.

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.



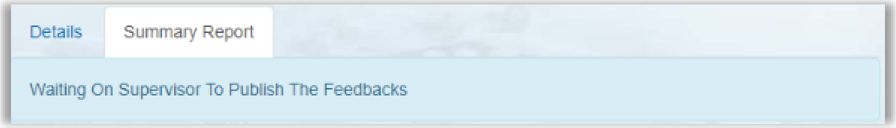
Each link/QR code will be valid for 60 days and can be used by multiple patients to provide feedback for this PSQ cycle. After 60 days the link will expire, and you can create a new link/QR code by clicking the **Generate Link/QR Code** button on the PSQ summary page.

The counter on your PSQ summary page will show you how many pieces of feedback have been collected during this PSQ cycle.



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.



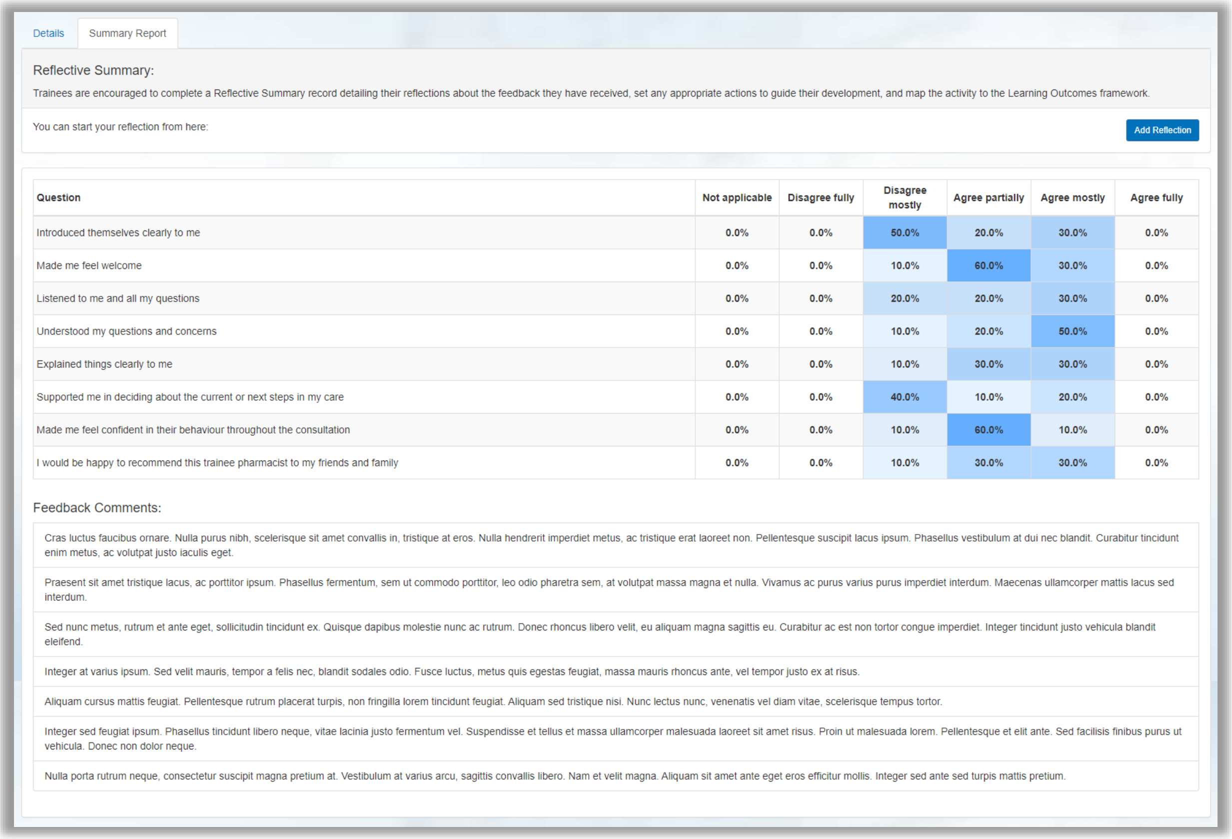
14.2 Reviewing Feedback

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.

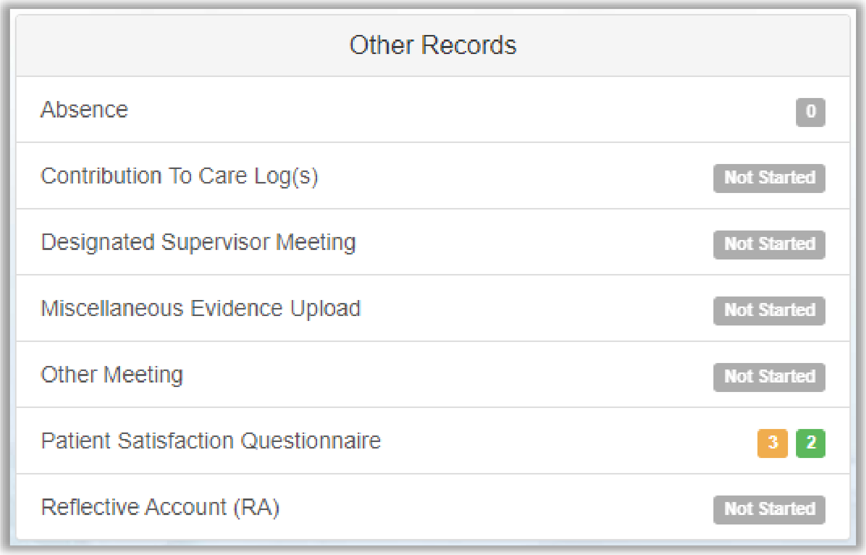
Add Reflection

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.



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

Technical enquiries

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

Email: eportfolio@rpharms.com

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

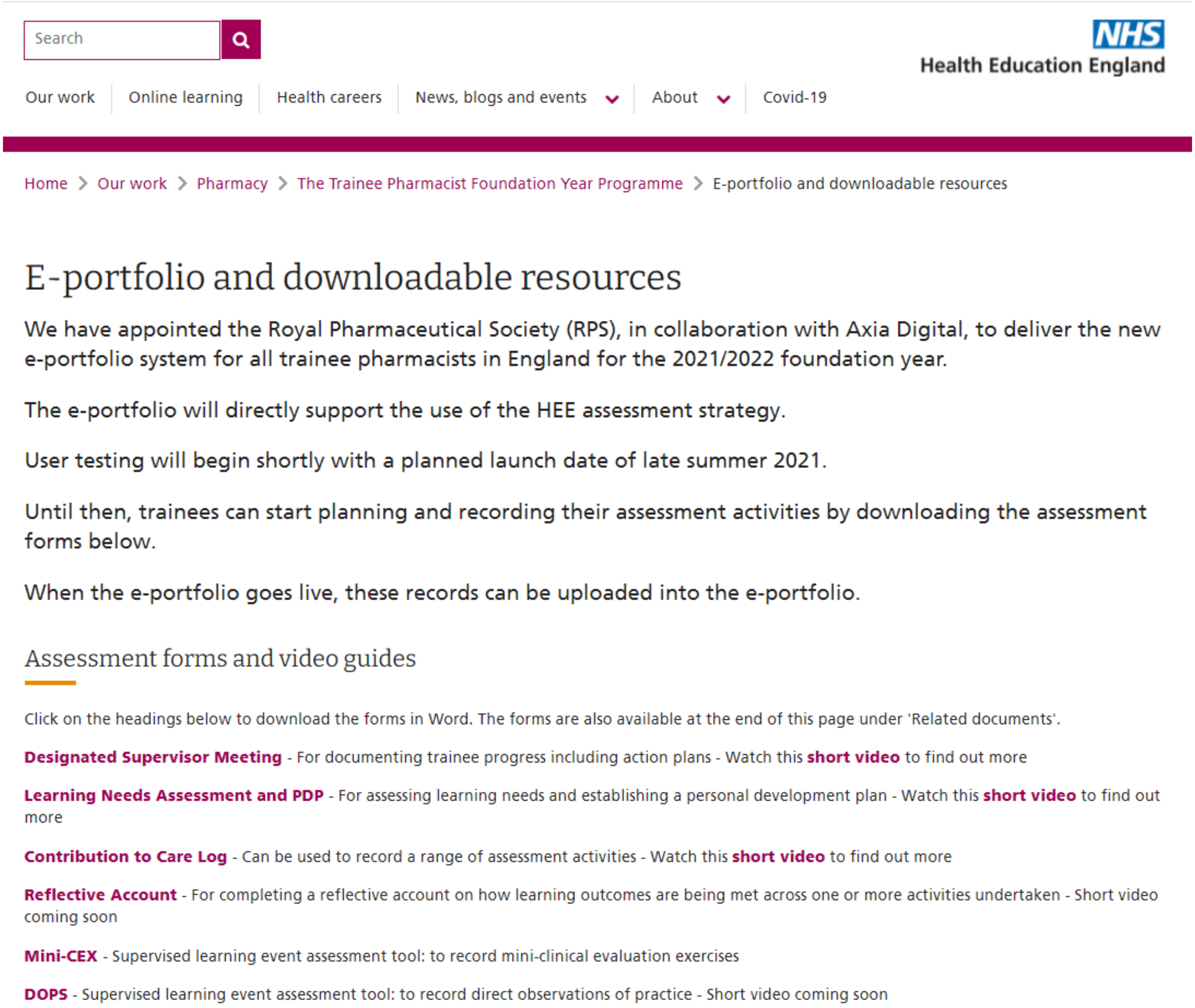
Acknowledgements

The E-Portfolio is designed by AXIA Digital.

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

16 Useful Links

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


Search

Health Education England

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

E-portfolio and downloadable resources

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

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

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

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

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

Assessment forms and video guides

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

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

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

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

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

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

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

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 Leadsare 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 (https://www.pharmacyregulation.org/sites/default/files/document/interim-learning-outcomes-foundation-training-year-march-2021.pdf).

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: https://www.hee.nhs.uk/sites/default/files/documents/HEE%20Trainee%20Pharmacist%20Foundation%20Year%20-%20Assessment%20Strategy.docx
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	A set of evidence-based assessment tools to support development through formative learning. The purpose of the SLE is to: • provide immediate feedback, highlight achievements, and suggest areas for further development. • demonstrate engagement in the educational process. Examples are case based discussions, mini clinical evaluation exercise, direct observation of practical skills and medication related consultation framework
Collaborator		The role of a collaborator is to authenticate and provide developmental feedback to the trainee pharmacist on specific evidence submitted. A collaborator can be any member of the pharmacy team and wider multi-disciplinary team that has been noted as a Collaborator, also knows as a witness, within the e-portfolio, by the trainee. The role of the collaborator can include Practice

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