



RCPI ePortfolio 'How To' Guides TRAINER



Index

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How to access ePortfolio

The RCPI ePortfolio can be accessed via your RCPI Dashboard. To access this page you log in to the RCPI website and select RCPI ePortfolio on the right hand side of your dashboard. This will bring you directly into your ePortfolio.

The screenshot shows the RCPI website dashboard. At the top, there is a navigation bar with links for 'Logout', 'Contact Us', 'Feedback', and 'Help'. Below this is a search bar and a welcome message for 'BRIAN COSTELLOE'. A main navigation menu includes 'HOME', 'FACULTIES & INSTITUTES', 'POSTGRADUATE TRAINING', 'COURSES & EVENTS', 'EXAMINATIONS', 'PROFESSIONAL COMPETENCE', 'IMPROVING PATIENT CARE', 'NEWS & RESOURCES', and 'ABOUT US'. The dashboard content area features several sections: 'Account' (Update contact details, View payment history, Change password), 'Enrolments' (View current and previous enrolments), and 'Notifications' (Pay fees, Check messages from RCPI, Continue your application). A section titled 'Upcoming events, courses & other items you might be interested in' includes filters for 'Of interest to' (Me), 'Related to' (All specialties), 'Type' (All), 'Where' (All), and 'By Month' (All). Below these filters is a table of events:

Date	Details	Action
DEC 16	Trainee Workshop - Health & Meditation: Healing From the Centre Courses Dublin, Ireland	Book Online Closes 15 Dec 2014
JAN 20	Clinical Update: Vaccination Courses RCPI, Ireland	Book Online Closes 20 Jan 2015
JAN 23	Building Resilience In A Challenging Working Environment Courses Dublin, Ireland	Book Online Closes 23 Jan 2015

On the right side of the dashboard, there is a vertical menu with buttons for 'RCPI ePortfolio' (highlighted with a blue circle), '@physicians', 'RCPI Committees', 'RCPI HST Recruitment', 'Member Directory', and 'RCPI Player'. Below this menu is a 'My Resources' section with links to 'Courses and events at RCPI 2014/15' and 'St Lukes Symposium brochure 2014'.

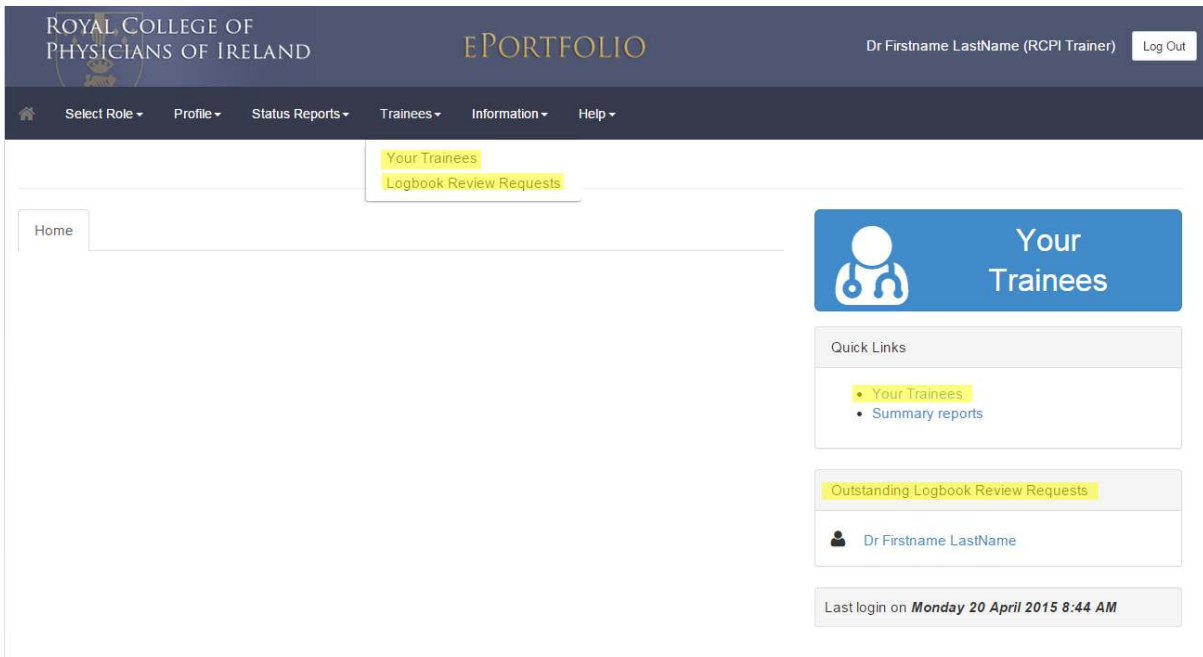
Basic navigation through the RCPI ePortfolio

The following is an overview of the basic navigation through the RCPI ePortfolio. It includes details of what you will find on the ePortfolio [homepage](#) as well as a closer look at the [ePortfolio menu bar](#). Finally, an explanation on how to navigate through a [Trainee's ePortfolio](#).

Details on how to use the specific areas of the ePortfolio are included in the 'How To' guides that follow. You should also consult the Frequently Asked Questions (FAQs) in the Information section of ePortfolio under 'How to use ePortfolio'.

ePortfolio homepage

This is the first page you see when you log in to ePortfolio as an RCPI Trainer.



Home: Clicking the **Search for a Trainee** icon brings you to a list of all your trainees and allows you to filter by Previous, Current and Future trainees assigned to you.

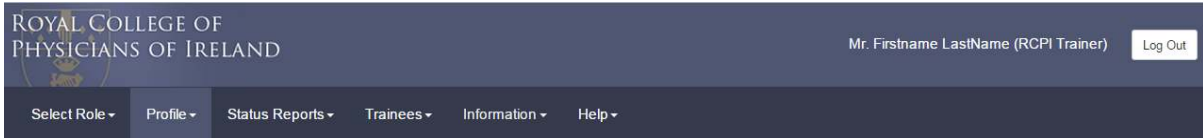
Quick Links: You can view the list of all your supervised trainees by clicking **Your Trainees** here

Outstanding Logbook Review Requests: This shows a list of your trainees who have requested that you sign off their logbook entries.

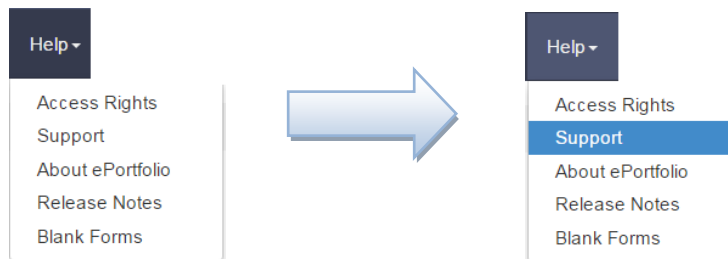
Note: You can return to this page from anywhere in the system by clicking the Home icon in the top left hand corner of your screen: 

ePortfolio menu bar

The menu is displayed in the blue banner at the top of your screen. You should use this menu to navigate through your ePortfolio.



Note: To see what items are contained within a menu, click the heading and a dropdown of the menu items associated with that heading will appear. Go to an item and click on it to be directed to the relevant page of the ePortfolio.



Profile

Profile ▾

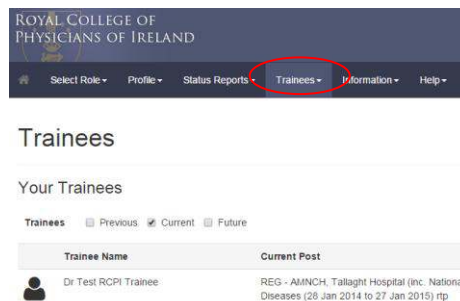
Under the **Profile** heading, you can view and make changes to your Profile details.

Personal Details
Personal Details: View your personal details, including Name, MC Number and Email. Upload a profile photo.

My Filled Forms
My Filled Forms: View a list of all forms that you have completed.

Trainees

Click the **Trainees** heading, you can view trainees under your supervision and access their logbooks and to view their Logbook Review Requests.



Note: See [How to Review a Trainee's Logbook](#)

Information



Information ▾

- Information
- RCPI Home page

Under the **Information** heading, the resources provided will help guide you through different aspects of the RCPI Programmes, as well as a link back to the RCPI Website

Help

Help ▾

- Access Rights
- Support
- About ePortfolio
- Release Notes

Under the **Help** heading, you can access information about the system itself as well as a support page that allows you to submit a query to the RCPI Helpdesk.

Access Rights

Review the access that different roles within ePortfolio have with regards to viewing stored information.

Support

Submit enquiries to the ePortfolio Support System if you are having any trouble using the application or need assistance.

About ePortfolio

Learn about ePortfolio and how it supports the RCPI Programmes.

Release Notes

Download the latest Release Notes documentation, which gives details of the latest version of the software.



Profile (... of trainee)

- Trainee Home
- Profile ▾
- Personal Details
- Post / Trainer Details
- Declarations and Agreements
- Personal Library
- Absences

Under the trainee's **Profile**, you can view certain aspects of the trainee's personal and post details.

Personal Details

View the personal details of a trainee, including Name, MC Number and Email. Upload a profile photo

Post / Trainer Details

View the current and previous training post details of a trainee, including training year, trainer, as well as the dates and post specialty.

Personal Library

A list of the items that have been uploaded to the personal library of the trainee.

Curriculum (... of trainee)

- Trainee Home
- Profile ▾
- Curriculum ▾
- BST (BST General Internal Medicine)
- HST (HST Dermatology)

Under the **Curriculum** heading, you can view the curriculum associated with the trainee's programme and specialty.



Logbook (... of trainee)

Trainee Home

Profile ▾

Curriculum ▾

Logbook ▾

- Section 1 - Training Plan
- Section 2 - Training Activities
- Section 3 - Educational Activities
- Section 4 - Assessments
- Section 5 - Administrative Forms

Under the trainee's **Logbook**, you can view the trainee's logbook section by section.

Section 1 – Training Plan

View the Personal Goals Plan of the trainee here. You and your trainee should create a new plan at the start of each training post.

Section 2 – Training Activity

Training activities of the trainee are recorded here, including clinic attendances, procedures and emergencies.

Section 3 – Educational Activity

Educational activities of the trainee are recorded here, including attendances at courses and study days, research and presentation experience.

Section 4 – Assessments

Manage the workplace-based and summative assessments of the trainee here, e.g. DOPS, CBDs, MiniCEX, etc.



Progress *(... of trainee)*

Profile ▾

Curriculum ▾

Logbook ▾

Progress ▾

Summary Overview

Progress Report

Reflective Logs

Under the trainee's **Progress**, you can track the progress of the trainee, view a summary of their logbook entries and identify outstanding material to be signed off by you, their trainer. There is also a dedicated section for reflection on recent events or discussions

Summary Overview

A summary of all logbook entries recorded by the trainee by post.

Progress Report

Track trainee progress against the curricular requirements for their programme and specialty.

Reflective Logs

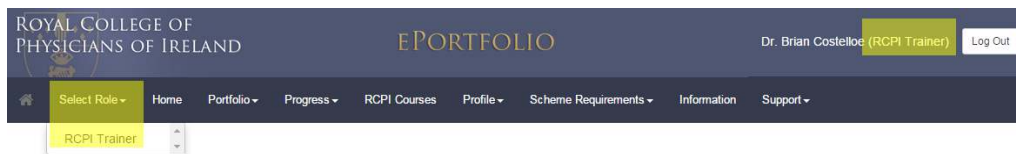
Reflections on recent events or discussions that have helped the trainee learn and develop as a doctor. If the trainee decides to share a reflective record, it will be available for you, their trainer, to review and, if you wish, add comments or signatures of your own.

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How to review and sign your trainee's logbook

As a trainer you will be asked to sign off on records that your trainees have completed. You will be notified when you need to do this by an email from the trainee. It is important that you do not add your signature to a trainee's records until prompted to do so by the trainee. This ensures that you are reviewing the most up to date record of their training.

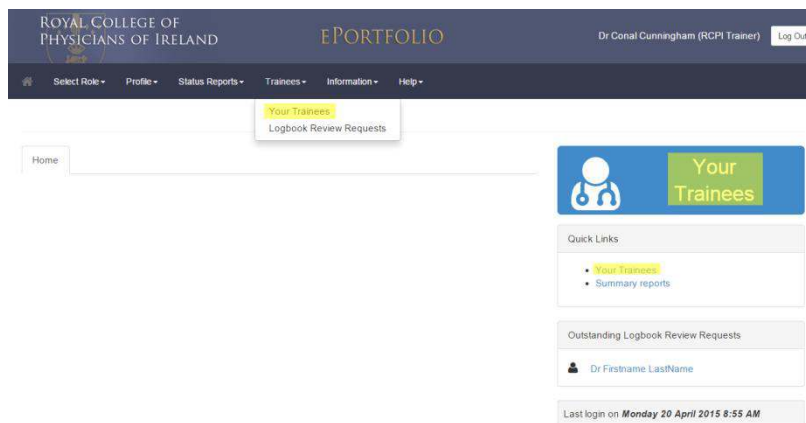
Step 1: On your homepage ensure you are logged in as a Trainer. You can see which role you are logged in under in the top right hand corner next to your name and can change your role under 'Select Role' in the top left hand corner.



*Note: To navigate back to this page, click on the **Home** symbol*



Step 2: To find a trainee, click on **Search for a Trainee** on your homepage.



Step 3: On this page you will find a list of your **Current** trainees (trainees who have listed you as a trainer for their current post). You can also see previous trainees by clicking the box next to **Previous**.

Your Trainees

Trainees Previous Current Future

Go to the trainee that you wish to view and click **View** to the right of their profile.



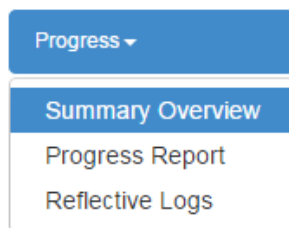
View

Alternatively, if your trainee has sent you a logbook review request, you can click on their name in the *Outstanding Logbook Review Requests* section.



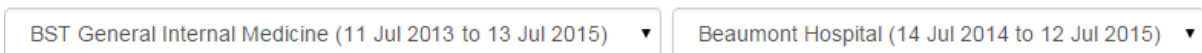
And then click View Trainee Logbook... on the following page.

Step 4: On the left-hand navigation menu, click **Progress** and click **Summary Overview**.



Step 5: A table containing a list of all the forms in the trainee's logbook will appear.

Note: If you are a trainer for more than one post for a trainee, you can navigate through the different posts by selecting the programme and post above the post details.



Step 6: You must view the form before you can add your signature. In the **Submissions** column, click on the completed link to view the form.

Step 7: You will now see a table containing a summary of what is contained within the form. If you have a query on anything in the form you can click on the **Read** icon for that form.

Step 8: If you are happy with the form, check the **Add Signature** tick box.



You may also tick the **Check all** button to check all of the unsigned signature boxes for that form.

Step 9: Next click **Sign**.



Step 10: To return to the list of all forms click on the link **Back**.

Step 11: Repeat Steps 4 to 8 until all forms requiring your attention have been reviewed and electronically signed.

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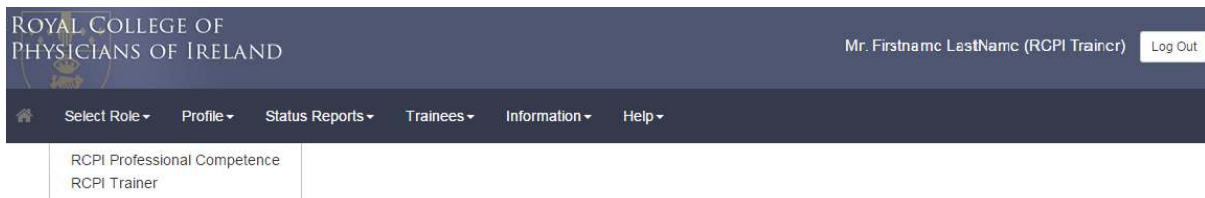
How to change between roles

ePortfolio users may have more than one role in the ePortfolio system.

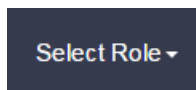
For example, it is possible to have a role as an RCPI Trainer and a Reviewer. An example of a Reviewer is a National Specialty Director (HST) or Programme Director (BST). A second example; it is possible to have a role as an RCPI Trainer and RCPI Professional Competence Participant.

These roles may have different access rights and permissions. For this reason it may be necessary to change role depending on what you wish to do in ePortfolio.

Step 1: Above the RCPI banner, at the very top of the screen, you will see your name and role.



Step2: To change your role click on **Select Role**.

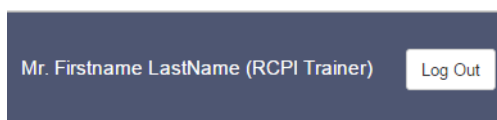


Step 3: Use the dropdown list beside **Role** to view the roles assigned to you.

Step 5: Click the role you wish to change to from the list.



Step 6: Your new role should now display above the RCPI banner at the top of your screen.



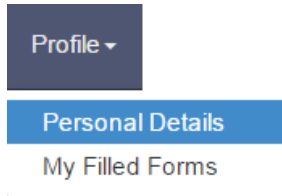
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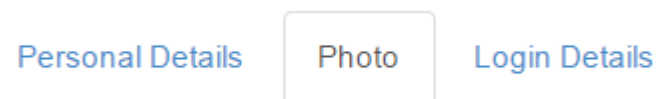
How to upload or change your profile photo

Note: When uploading a photo, valid file types are jpg, gif, bmp and png only.

Step 1: Click on **Profile**. From the dropdown list that appears select **Personal Details**.

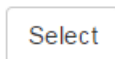


Step 2: Click on the **Photo** tab.



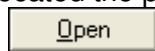
Note: If you have a photo uploaded already, this will be displayed on the left-hand side of the screen.

Step 3: Click **Select** button to browse for a new photo.



Note: Clicking the Select button opens a file browser window that you can use to locate your photo. You will need to have saved the photo you wish to use on your local machine.

Step 4: When you have located the photo you want, click the **Open** button within the file browser window.



Step 5: Click **Upload Photo** link to upload your new photo.

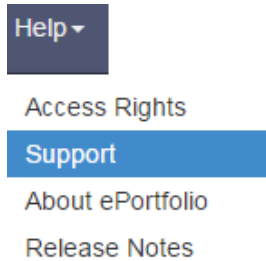


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How to log a support query

Step 1: On the menu bar, click **Help**. From the dropdown list that appears select **Support**.



Step 2: Fill in the relevant fields.

The form will pre-populate with your email address. You can change this email address to the email where you want the reply to go.

Step 3: Read the instructions on the page carefully.

Step 4: (Optional) You can attach a supporting document or screenshot by clicking on **Select** in the form and choosing the file you would like to upload



Step 5: Once you have completed the form, click **Submit support request**.

Submit support request

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