

NHS e-Portfolio: A quick guide for Foundation Programme Clinical Supervisors

Introduction

The Foundation Learning portfolio has been designed to help Foundation Doctors plan and manage their Foundation Programme effectively. Within the portfolio, Foundation Doctors will find tools that will help identify educational needs, set goals and plan how to achieve them. The e-Portfolio is a means of managing the Foundation portfolio online in a secure, password controlled environment. It enables both trainees and supervisors to store evidence of achieving Foundation Curriculum competencies and supervisors to check on progress. The e-Portfolio is also used to supervise some doctors in specialty training and therefore may be familiar to some supervisors. Please take special note of the table at the end of this guide which outlines when meetings need to take place and which forms need to be completed and/or reviewed on e-Portfolio and when.

Clinical Supervisors are not given log in access to their trainee's e-Portfolio. If you happen to be an Educational Supervisor as well, you will have log in access to the trainee's who you are educationally responsible for. You will be able to view your trainee's portfolio during 1:1 meetings with the trainee who will be able to show you all necessary areas of their e-Portfolio.

Meetings

1. **Induction Meeting:** During your Induction meeting with your trainee, your trainee will document the meeting on the Induction Meeting form which is found within their e-Portfolio.
2. **End of placement meeting:** At the end of your trainee's placement you will need to complete the Supervisors Report. This report will be completed by yourself when your trainee provides you with a unique 10-digit log in code to enter into the Assessors Section of the e-Portfolio log in page.

Assessments

Completing an assessment for your trainee or another trainee: Following the assessment you will fill in the assessment form which the trainee will generate through their e-Portfolio log in. If you do not have an opportunity to complete the assessment form directly after the assessment takes place, the trainee will forward you a Ticket request to complete the assessment form via a unique log in code.

1. Enter the unique 10-digit log in code into the Assessors section of the e-Portfolio log in page, if given to you by the trainee. If an e-mail Ticket request is received, click the link to go directly to the assessment to be completed.
2. Confirm/enter your personal details and the assessments details.

- Complete the assessment and click save. Make sure to click Log Out at the end to ensure the assessment is saved and submitted!!

Target Timeline:

Post 1 1 st 4 months End of November	Post 2 4 – 8 months End of March	Post 3 8 – 12 months End of May
Mini-CEX x 2	Mini-CEX x 2	Mini-CEX x 2
DOPS x 2	DOPS x 2	DOPS x 2
CBD x 2	CBD x 2	CBD x 2
Mini-PAT	Mini-PAT	Mini-PAT (if required)

The minimum number of assessments a trainee must complete by end of year sign off

CHRONOLOGY, RESPONSIBILITY AND DOCUMENTATION FOR SUPERVISION OF FOUNDATION DOCTORS BY EDUCATIONAL AND CLINICAL SUPERVISORS

Meetings →

	Placement 1 Aug - Nov						Placement 2 Dec - March						Placement 3 April - July									
	Foundation Doctor	Educational Supervisor	Clinical Supervisor	Clinical Supervisor	Foundation Doctor	Clinical Supervisor	Foundation Doctor	Educational Supervisor	Clinical Supervisor	Educational Supervisor	Clinical Supervisor	Foundation Doctor	Clinical Supervisor	Foundation Doctor	Educational Supervisor	FTPD	Foundation Doctor	Clinical Supervisor				
	Aug	Aug	Aug	Oct	Nov	Nov	Dec	Dec	Dec	Feb	Feb	Mar	Mar	Apr	Apr	Apr	May	Sign off	Sign off	July	July	
Induction Meeting Form			C						C							C						
Mid-point Review Form				C						C-Year	C						C					
End of Placement Final Review Form								C	R						C	R		C				
Supervisors Report Form (ticketing)						C		R	R				C		R	R	C	R				
ES report to FTPD (Local Form)*																		C	R			
Educational Agreement Form	C	C																R				
Foundation Curriculum & Linking	Continue reviewing the Foundation Curriculum, making comments and Linking items within the portfolio to the Curriculum providing evidence that competencies have been achieved																					
Self Appraisal Form	C	R	R				C	R	R	R				C	R	R		R				R
Personal Development Plan Form		C	R	R		R		C	R	R		R			C	R	R	R				R
Foundation Doctor Portfolio		R						R		R					R			R	R			R
Progress/Assessment Review				R		R		R	R	R		R			R	R	R	R	R			R
Mini-PAT Summary released on ePortfolio							R	C						R	C							
Attendance at formal educational events				R				R		R		R			R		R	R	R			R
Career Management (incl. F1-Plans for F2 Taster; F2- ST application)	C	C	R			R	C	C	R	R			R	C	C	R		R				R
Educational Logs (Reflective Practice)	Continue recording reflective practice through Educational Log entries and Linking them to the Foundation Curriculum if it is felt that a competency has been achieved																					
Self Appraisal of Learning Form					C	R		R				C	R		R			R			C	R
Sign off FY1/FY2 (FS Procedure)																			C			

FTPD

Key: ES-Mandatory ES - Optional CS - Mandatory CS - Optional C-Complete R-Review * not available on ePortfolio, ask FTPD