Tips for GP trainees starting to use the e-Portfolio

1. Download & read the "**e-Portfolio : A Guide for Trainees**" it from the RCGP website. It is essential to have this to refer to

2.**Declarations**: These are found on the front page. Click on 'not signed' to open the box for signing, and for details of declaration. You will need Good Medical Practice to refer to. The educational contract also needs to be signed by the clinical supervisor/ trainer.

3.**Personal Details**: The most important part of this is to keep the email address up to date, as this is how the Deanery will communicate with the trainee.

4.**Address Book**: You can see everyone on the system, but it's handy to add those people whom you are likely to be contacting regularly to your own personal address book. Highlight their name and click 'Add'. Remember to check the mailbox from time to time!

5.**Clinical Post and dates**: Check these are correct. Be specific—the name of your practice, the name of both trainer and educational supervisor should be loaded. If these are not correct, you will need to contact your local Programme administrator.
The first year to Deanery Annual Review is 10 months; then 12 monthly: i.e. at 10m, 22m, 34m.

6.**Learning Log:** Remember to anonymise patient information—a computer number is probably the best way as using initials, sex and age may not be enough especially when clinical information is included.

7.**Reflection.** 'What did you learn?' is more important than 'What happened?' Also consider: , 'What will you do differently in future?', and 'What further learning needs did you identify?'. A smaller number of in-depth entries is likely to be more useful than reams of superficial ones.

8. **Add to PDP**. A log entry can be added to the PDP, using the tab 'send to PDP'. Then complete the PDP information and Save.

9.**Sharing entries.** A log entry can be shared with the trainer by using the 'share record' tab. The trainer can add comments in the bottom box, & record their assessment of how you the trainee is doing, and whether the log is reflecting your needs.

10. **Validation.** The trainer can 'validate' the entry as evidence towards the WpBA. and assign a professional competence area to the log. However, once this is done, the entry will be locked and cannot be edited.

11.**Skills Log.** This contains all the DOPS separated into mandatory and optional. Click on the icon of the skill you want to record. There is a drop down box and a comment box. The only option which will serve for evidence of completion of the mandatory DOPS is 'can perform unsupervised'.

12. **Curriculum Headings.** These demonstrate to those reviewing your portfolio that you are covering the curriculum appropriately. When making an entry, select the relevant curriculum headings for each entry—there may be more than one. Make sure these are relevant & appropriate – too many headings may not look realistic. Hold down CTRL and use the mouse to select all the headings you want to add.

13.**Curriculum coverage:** On the review preparation screen you can also see your curriculum coverage (populated by validated links from your log and PDP). It's a good way of keeping tabs on your progress and identifying areas where the coverage needs work, not just as a check before the final review.

14. **Attaching Files.** These can be attached to the log using the Browse button and then Upload at the bottom of the screen.

15.**Self-assessment of competencies**: This is part of the preparation for review. Choose this from the left hand menu. Then scroll down past skills log to 'Professional Competencies'. Under this there is a box with an explanation and word pictures of the ratings. Below this is a box with the competencies on the left. To self-assess, click on the icon on the left of the competency chosen. A box will allow you to assign a rating and add comments.

Modified from the Eastern Deanery School newsletter for Huntingdon VTS, July 2008