

RECORD THE DATE OF THE NEXT REVIEW

For the current post, you will be required to set an appointment for the review making sure you specify the correct type; for example, 6 month, 12 month etc.

Once the review is completed, you will need to complete the information in the form. The evidence collected in the ePortfolio will be reviews at six monthly intervals by either the educational supervisor or the trainer (arrangements differ between deaneries).

1. Click on 'Reviews' on the left hand menu bar.

Review Dates

- [04/08/2009](#), 24 month
- [03/02/2009](#), 18 month
- [02/08/2008](#), 12 month
- [01/02/2008](#), 6 month

[Record the date of the next Review](#)

If the current review is not shown, use this to enter the date of the current review.

2. Scroll to the bottom of the page and click on 'Record the date of the next review'.
3. A new blank form will open as shown below.

Create Review

Set an appointment for your next review with this trainee.

When:

Type of Review:

During Post:

Location:

Notes:

After the review has taken place :

Recommendation of educational supervisor:

Comments:

Feedback on areas for further development:

Agreed Learning Plan:

I confirm this is an accurate summary of trainee's portfolio to date.

(Your name)

This top section is required in order to provide the time, date and location for the trainee review. This is completed before the review takes place.

After the review has taken place you will need to return to this entry and complete the form and provide a recommendation. Information on how to re-open the entry is shown on the next page.

TOP TIPS - RECORDING REVIEW DATES



A review date must be set so that the ePortfolio can allocate the trainee's evidence to the correct review period. The review does not have to be completed in full at this stage - only the date and type of the review need to be saved and the review can be edited later when the actual review meeting takes place.



Set the review date to be the final date of the six monthly review period (6/12/18/24/30 final reviews), and fill in the date of the actual meeting within the review notes.



It is important not to create duplicate reviews (eg. two 6 month reviews) as the trainee's evidence will not show correctly. Reviews cannot be deleted. If you have created a duplicate review, you should edit the 'incorrect' review to be the next review period (ie. 12 months) and set the correct date for the end of the 12 (or other relevant) period.