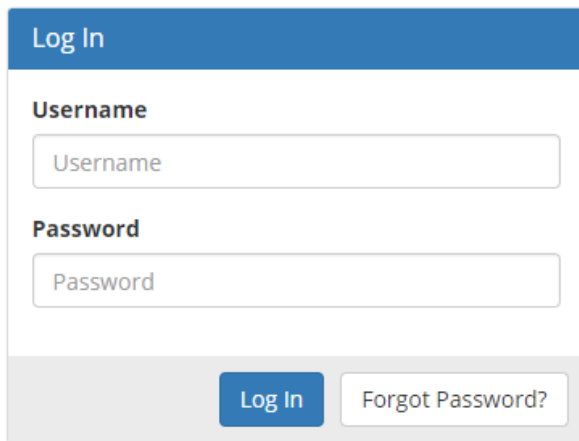


Guidance to trainees on self-administration of posts

Please read the guidance on how to self-administer posts on the ePortfolio as a trainee.

Step 1:

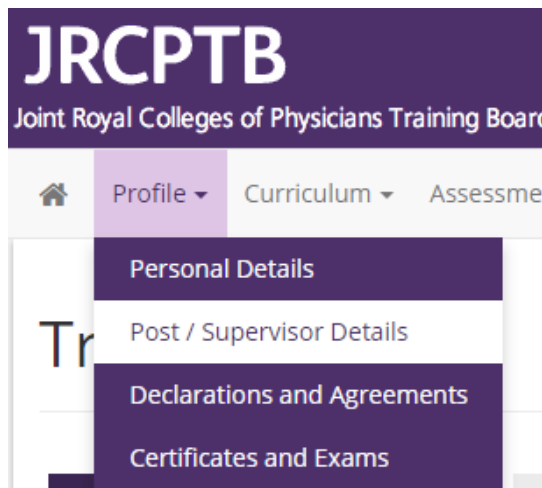
Log into ePortfolio account as normal www.nhseportfolios.org with your username and password.



The screenshot shows a login form with a blue header bar containing the text "Log In". Below the header, there are two input fields: "Username" and "Password". At the bottom of the form, there is a blue "Log In" button and a "Forgot Password?" link.

Step 2:

Once you have logged in, from the Profile menu tab select 'Post/Supervisor' sub menu tab. This is the menu you will need to use to add/edit your post information.



Step 3:

The Training Programme must be added to your account first by JRCPTB before you can add any post rotations. If you have a programme added, you will see an active 'Add Post' green button. Click on this.

Post / Supervisor Details

Below are the posts and supervisors listed for this account on ePortfolio. If you have permission to edit or delete a post, there will be links in the "Action" column. The trainee must be enrolled in a Training Programme first before you can maintain posts. To add a new training programme, click the 'Add/Edit Training Programmes' button at the top of the page. To add a new post, click the 'Add Post' button.

Haematology (WAL456) (01 Apr 2018 to 31 Jul 2018)

Year	Grade	In Programme	Location	Specialties	Dates	Code	Supervisors	Full Time Status %	Training Credits
------	-------	--------------	----------	-------------	-------	------	-------------	--------------------	------------------

Target Number of months: 3

+ Add Post

Step 4:

Follow the on screen steps to add a new post rotation and click next.

Details:

Step 1: Details

Step 2: Specialties

Step 3: Supervisors

Step 1: Details

Full Time Percentage: 100

Grade: -- Select --

Start Date: 04/04/2018

End Date: 01/08/2018

Training Credits (months): 0

In Programme: Not Selected

Training Period Year:

Reference Code:

Location: Select Location

Next Cancel

Ensure you add the **correct grade** according to your appointment.

CT1	CMT / ACCS year 1
CT2	CMT / ACCS year 2
CT3	ACCS year 3
ST1	Specialty run-through core year 1
ST2	Specialty run-through core year 2

ST3	Specialty Training year 3
ST4	Specialty Training year 4
ST5	Specialty Training year 5
ST6	Specialty Training year 6
ST7	Specialty Training year 7
ST8	Specialty Training year 8
OOPE	Out of programme experience
OOPR	Out of programme research
OOPC	Out of programme career break
OOPC	Out of programme parental leave
OOPT	Out of programme clinical training
Service Core	Non-training core training equivalent
Service StR	Non-training higher specialty training equivalent
LAT Core	Locum appointment for training core level
LAT StR	Locum appointed for training higher specialty level

The start and end date of your post rotation must fall within the overall training programme. **The dates cannot overlap** with previous dates.

You must select whether you are in-programme or out of programme.

Training period year relates to the year of your training e.g. CT1 = 1, ST3 = 3. When you select the grade this should auto-populate, however you overwrite this.

Reference code – you do not need to put anything here.

Location – you must select your training location at a **hospital level** and not a trust level.

Specialties:

Select the specialty you are doing e.g. Haematology and use the arrow button to move across to the right, then click next.

Step 1: Details

Step 2: Specialties (optional)

Step 2: Specialties

Step 3: Supervisors

Specialties

- General (Internal) Medicine
- Genito-Urinary Medicine
- Geriatric Medicine
- Immunology
- Infectious Diseases
- Medical Microbiology
- Medical Oncology
- Medical Ophthalmology
- Metabolic Medicine

➔

➜

Added Specialties Select All Select None

Haematology

Specialty Other:

Previous Next Cancel

Supervisors:

If you know who your supervisor is you can search for them by typing in their name in the 'Name' field and link them to your post. You can only locate supervisors who have an ePortfolio account. **You may need to expand the location** of your search depending on which location your supervisor has been added to e.g. at a trust or deanery level.

Select the name and use the arrow button to move across the add the 'added supervisors' box. Once you have added your supervisor, click finish.

Step 1: Details

Step 2: Specialties

Step 3: Supervisors

Supervisors (optional):

Enter any part of the Supervisor's first name or last name to search on.

Name:

Role: Physician Educational Supervisor ▼

Location: University Hospital of Wales 📍

Search

Supervisors

➔

➜

Added Supervisors Select All Select None

Previous Finish Cancel

Step 5:

You can now see your post has been added. If any information is incorrect you can always edit this by clicking on the 'Edit' button against the post.

JRCPTB
Joint Royal Colleges of Physicians Training Board

Dr Firstname LastName (Physician Trainee) [Log Out](#)

Profile | Curriculum | Assessment | Reflection | Appraisal | Progression | PYA | e-Learning | Messages | Help

Post / Supervisor Details

Below are the posts and supervisors listed for this account on ePortfolio. If you have permission to edit or delete a post, there will be links in the "Action" column. The trainee must be enrolled in a Training Programme first before you can maintain posts. To add a new training programme, click the 'Add/Edit Training Programmes' button at the top of the page. To add a new post, click the 'Add Post' button.

Wales - Haematology (WAL456) (01 Apr 2018 to 31 Jul 2018)

Year	Grade	In Programme	Location	Specialties	Dates	Code	Supervisors	Full Time Status %	Training Credits	Action
3	ST3	Yes	University Hospital of Wales	Haematology	01 Apr 2018 to 31 Jul 2018		Dr Firstname LastName (Physician Educational Supervisor)	100	0	Edit + Move Delete

Target Number of months: 3

[+ Add Post](#)

Permissions

Self-administration functionality	Trainee permission	Admin permission	JRCPTB permission
Edit training programme	No	No	Yes
Add and edit new placement rotations	Yes	Yes	Yes
Edit post dates	Yes	Yes	Yes
Link supervisors to post	Yes	Yes	Yes
Delete post	Yes, if no forms been linked	Yes, if no forms been linked	Yes, if no forms been linked
Add training credits	No	No	Yes

If you have any issues with administering your post, you should contact your local deanery, trust or postgraduate centre administrators as your first point of call who will be able to assist you.