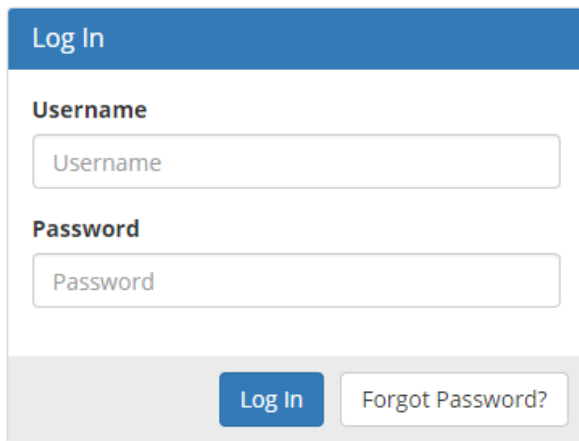


Guidance to trainees on self-administration of posts

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

Step 1:

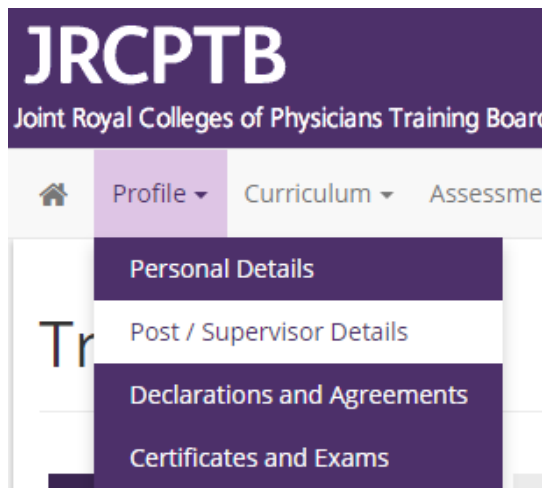
Log into ePortfolio account as normal www.nhseportfolios.org with your username and password.



The screenshot shows a 'Log In' form with a blue header. Below the header are two input fields: 'Username' and 'Password'. At the bottom of the form are two buttons: a blue 'Log In' button and a white 'Forgot Password?' button with a blue border.

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
OOP	Out of programme
Service	Non-training
LAT	Locum Appointed Training

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.

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.

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:

Location:

Supervisors	Added Supervisors
<div style="border: 1px solid #ccc; height: 150px;"></div>	<div style="border: 1px solid #ccc; height: 150px;"></div>

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)

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	<input type="button" value="Edit"/> <input type="button" value="+ Move"/> <input type="button" value="Delete"/>

Target Number of months: 3

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.