ePortfolio guidance

How to create an ARCP Panel
Creating an ARCP Panels

This is a quick guide for anyone that needs to set up an ARCP Panel on the ePortfolio. **This function can only be done if you have a Physician Administrator role at a deanery level.** If you have only trust of hospital level access you will not be able to create the ARCP Panel.

1. Log into the ePortfolio as a Physician Administrator.

2. Click on the ePortfolio Admin menu. This will give you a list of functions available for this role. You should see the function for ‘ARCP Panels’. Click on this.

3. You will then have the option to create a new ARCP Panel. Click on the ‘Create ARCP Panel’ button.

4. You will now be required to complete all the fields about the ARCP Panel that you are setting up. Please ensure that you enter the correct information.
5. The next step is to add the panel members who will be reviewing the trainees ePortfolio. To find the members search by either:
   a. Name
   b. GMC
   c. Email
   d. Username

   This will display the user if it has matched on the search criteria or if a broad search was done then list all possible users.

   You can check if they are the correct user by clicking on the information icon next to the name and it will give you the details of the individual.

   Once you have added the panel member you must type in what their role is on the panel e.g. Chair, TPD, Educational Supervisor etc.

   This is how the Panel list will be displayed.
6. You will need to assign all the trainees that will be having their ARCP. Follow step 5 in searching for trainees and adding them to the list.

This is how the trainee list will be displayed.

Example
Once the panel has been set up, if there is a requirement to make changes to this due to changes to panel members or trainees (add or remove), you can always edit the ARCP and update this as long as it is before the ARCP date.

**The panel members will automatically be given ARCP reviewer access to the trainees who are listed on this ARCP date.** There will be no requirement to request for any additional access from the JRCPTB ePortfolio team.

Access will be given maximum of 4 weeks prior to the ARCP date by default. This cannot be extended.

Access will be automatically removed for panel members once the ARCP has taken place.

**Panel members access to trainees on the ARCP panel**

When a panel member is added to the ARCP Panel and trainees are also linked to this ARCP, the panel members will automatically be given the ‘ARCP reviewer role’ to enable them to access the trainees for this ARCP only and access will only be until the date of the ARCP.

ARCPs taking place within 4 weeks will be displayed under the ARCP panel on the home page with a list of all the trainees to review prior to the review date.

Under the ARCP Panels tab it will display all the ARCPs the panel member has been assigned to as they could be a panel member on multiple ARCPs.

Example: the panel member has been assigned to two ARCPs taking place. One is within 4 weeks and one is more than 4 weeks. There is an alert against each ARCP panel when it will ‘go live’ to be able to get access to the trainees and how long they have until the ARCP date to review the trainees ePortfolio.

![ARCP Panels](image)

For ARCPs within 4 weeks, the panel member can view each trainee that has been linked to that ARCP and review the ePortfolio. They can see how many trainees are on each ARCP by expanding the ‘**Expand to view the 1 trainee(s) in this panel**'
If ARCPs are set up in the future beyond 4 weeks of the ARCPs taking place, then the panel members will not have access to review the trainees ePortfolio it is within 4 weeks’ time frame. They will see the upcoming ARCP but won’t be able to access the trainees until it’s within 4 weeks.

This is an automated process and once the ARCP date is within 4 weeks, this will then become active on the ePortfolio and allow the panel members to review the trainees. After the ARCP date expires, the ePortfolio will automatically remove access from the panel members.