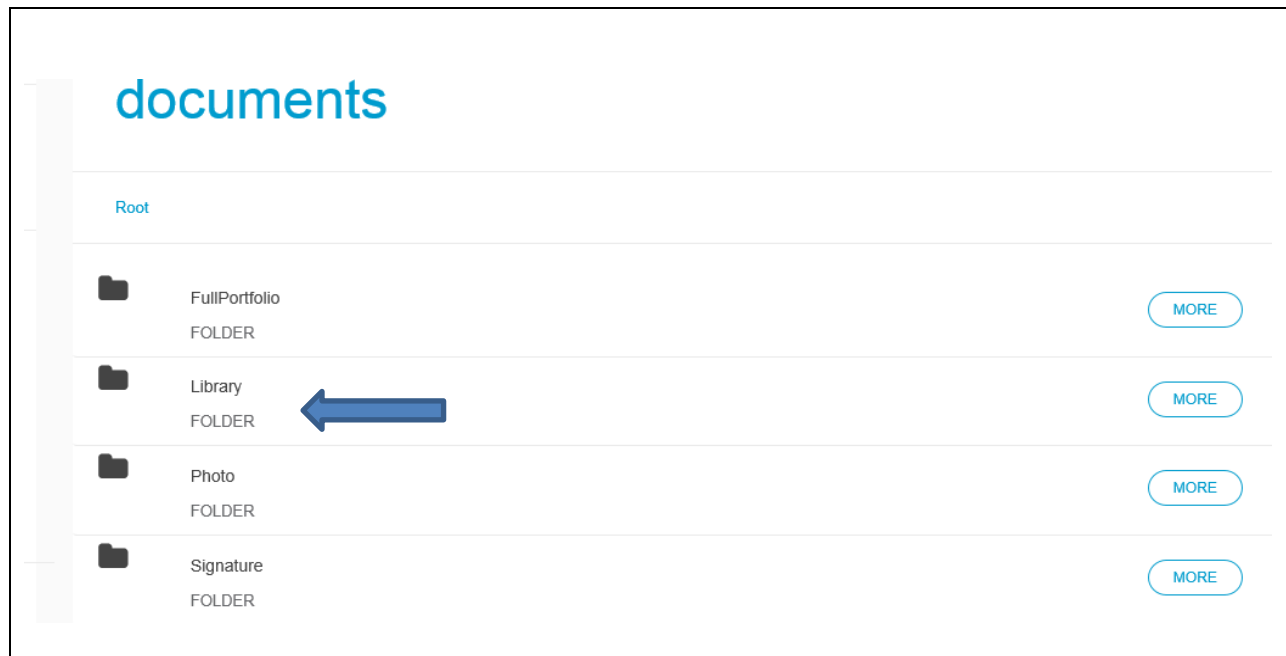
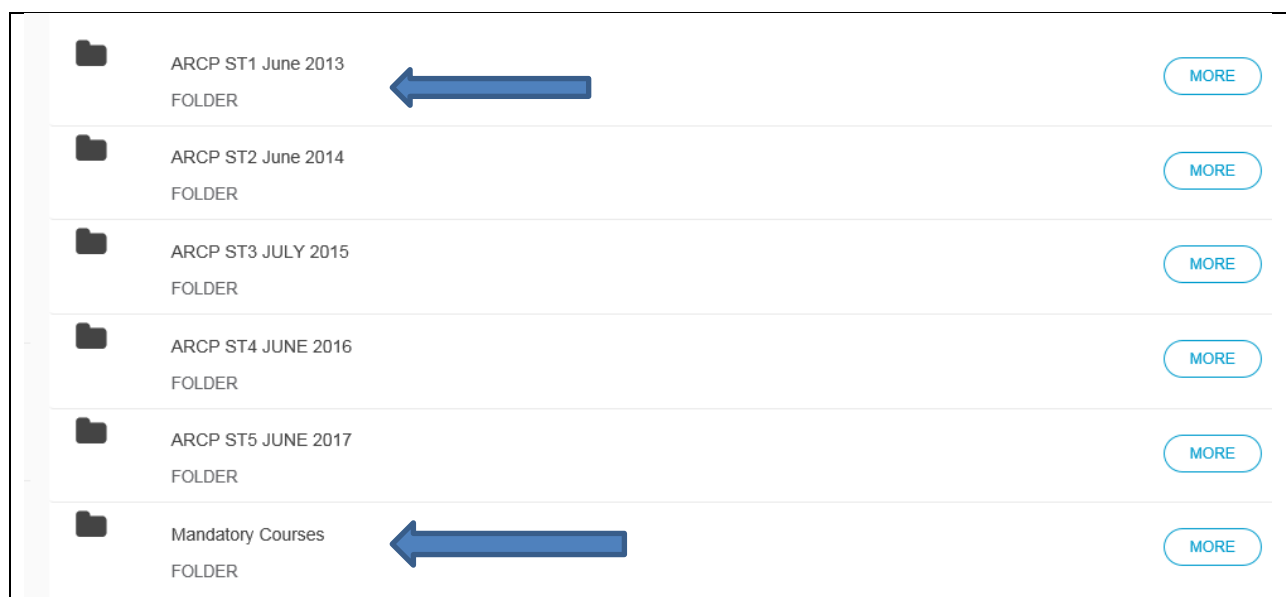


Managing your ePortfolio for ARCPS

1. Create a folder in documents labelled Library







2. In Library set up a folder labelled ARCP with the ST grade and the month of your ARCP, the following is an example of how your portfolio will look like by ST5. Also set up a folder labelled mandatory courses. All current certificates for APLS, NLS and Child Protection must be stored here, please archive any out of date certificates.



3. Folders will need to be created for each of the following and the documentation uploaded:

Academic Progress Report	Academic Trainees only
Audit	Must be a <u>completed</u> Audit or Quality Improvement, upload power point presentation or completed report
Courses	Any courses attended please upload, do not include mandatory courses
CSAC Report	National Grid trainees only
CV	Ensure this is updated for every ARCP
Enhanced Form R	A link will be sent to you by the administrator to complete the Form R
Management Evidence	examples: Rota management Teaching organisations any educational event organisation STEP teaching ST1 course MRCPCH exam organization Shadowing consultants / managers etc. Covid19 re-organisation Change management / implementation.
START Assessment	Reflect on the START stations Document the areas identified as not meeting competence – list each station where this was the case and within each list the action taken to address this
Teaching	Examples of Teaching Delivered teaching to medical students, other trainees, or other healthcare professionals, PowerPoints should be uploaded if used, ideally some feedback (ie a letter of thanks). Ad hoc teaching is also acceptable, a word document could be uploaded listing bedside clinical teaching that has been delivered. Also include FEEDBACK from the teaching you have delivered

	ST4 Audit FOLDER	MOR
	ST4 Child Protection FOLDER	MOR
	ST4 Courses FOLDER	MOR
	ST4 CV FOLDER	MOR

Please note:

When creating evidence can you ensure you tick any relevant boxes to enable others to view.

There have been situations at ARCP when the panel have been unable to view certain documents as the trainee has not allowed access. This could have a detrimental effect on the outcome then issued.