

## Quick guide to the Faculty of Public Health (FPH) E-portfolio

### The E-portfolio manual

The FPH E-portfolio manual is available at

[http://www.fphm.org.uk/training/assets/downloads/portfolio/FPH\\_MLE\\_E\\_portfolio\\_Manual\\_2009.pdf](http://www.fphm.org.uk/training/assets/downloads/portfolio/FPH_MLE_E_portfolio_Manual_2009.pdf)

### Access and Login

The E-portfolio can be accessed at <https://portfolio.fph.org.uk/>

### Account set up

Username and passwords for login can be obtained by contacting [educ@fph.org.uk](mailto:educ@fph.org.uk)

### Home Page

This is the first page you see after logging in:

The Faculty of Public Health e-Portfolio  
Working to improve the public's health

HOME MY DETAILS

View Portfolio Diary Assessments Activities Evidence

You are logged in as Bob1 Trainer1. Logout

**OVERVIEW**

Name: Bob1 Trainer1 [\[logout\]](#) [\[edit profile\]](#)

GMC No.: [not set]

**ASSESSMENT**

- Complete a new assessment, either as a trainer or trainee
- View assessments pending review

**TASKS**

- ESR: Complete the form [Edit](#)
- ESR: Complete the form [Edit](#)

**MESSAGES**

There are no new messages.

**MY TRAINEES**

You are not a supervisor to any trainees

The Faculty of Public Health

### To access or edit your user and login details

On the home page select the **My Details tab** to access or edit your user and login details.

### To view outstanding tasks and messages

The **tasks** section displays pending tasks to action or ready to approve.

The **messages** section displays messages from the FPH system administrators.

### **To record a new piece of work: activity summary sheet and the project pre-planning form**

To record new pieces of work go to the **Assessment tab** on the home page and select *enter new assessment* from the drop down menu

If the piece of work is a case-based discussion or Direct Observation of Public Health practice, choose a template from the drop down menu on the first half of the page.

For any other form of work, go to the second section, *project*, and select activity summary sheet or project pre-planning (registrars can plan their project and sign off the agreed target learning outcomes with the educational supervisor on the pre-planning form).

### **To add or review evidence**

Select the **Evidence tab** on the home page

Evidence can be associated with zero or multiple learning outcomes. When entering evidence that is associated with a form and at least one learning outcome, an explanation is required for each associated learning outcome. This will allow the selection of the Assessment Summary Sheet which summarises the evidence and claimed learning outcomes to be automatically generated.

The activity summary sheet is maintained for the duration of the project. When displaying the summary sheet, the E-portfolio will automatically retrieve the list of pieces of evidence which are associated with that particular form and show these together with the associated learning outcomes and explanation.

### **On-call logbook evidence**

The on-call logbook will be recorded as a spreadsheet, and uploaded by registrars as evidence in the portfolio system. This can then be linked by the registrar to learning outcomes.

### **Supporting letters**

Supporting letters such as enrolment and exam results are uploaded as evidence in the portfolio.

### **Approval**

An Activity summary sheet cannot be finally signed off / approved until all the evidence associated with it has had its associated learning outcomes signed off on a Workplace Assessment Record Sheet.

## The Workplace Assessment Record Sheet (WARS)

This form is automatically generated by the system pulling relevant information together. It is for sign-off by the Project Supervisor that the evidence associated with a particular project (represented by an Activity Summary Sheet) is appropriate for inclusion in relation to a particular learning outcome on the phase learning outcome sign off sheet (see below).

To submit WARS forms for signoff, select the **progress tab** on the home page, select *list phases* and then click on *show requirements* to display all learning outcomes for a particular phase of training, and the items of evidence associated with each learning outcome. The *request sign off* button starts the process of completing a WARS (see screen shot below).

REVIEW PROGRESS AGAINST THE FORMAL REVIEW SCHEDULED FOR WEDNESDAY 24TH FEBRUARY 2010

REVIEW PROGRESS | LIST ASSIGNED ITEMS

CHECKLIST FOR PHASE 1

Requirement	Associated Evidence	Evidence Approved	Requirement Approved?
EMS1.1: Recognise and work within professional competence	AS: example1 - hrfgh	REQUEST SIGNOFF	No
EMS1.2: Be willing to consult colleagues	AS: example1 - hrfgh	REQUEST SIGNOFF	No
EMS1.3: Keep clear, accurate and contemporaneous records	AS: example1 - hrfgh	REQUEST SIGNOFF	No
EMS1.4: Keep colleagues informed when working in partnership	AS: example1 - hrfgh	Awaiting signoff from Bob10 Trainer10	No
EMS1.5: Establish and maintain trust by listening to	AS: example1		

For each item of evidence there will be only one WARS per learning outcome, per phase. If evidence is added to a project for a learning outcome which has already been signed off via a phase learning outcomes sign-off sheet (see below) in that project, this cannot be signed off for the same learning outcome in the same phase. This is because the bar of achievement of the learning outcome in that phase has already been met. However, that evidence may be used as evidence for that same learning outcome in other phases.

The WARS includes information on:

- Learning outcome
- method of assessment
- evidence presented
- phase
- project supervisor comments

### Learning outcome sign off-sheet

The learning outcomes sign off sheet brings together the information from the WARS and allows the Educational Supervisor to confirm that a registrar has met the necessary requirements for a phase. The portfolio system does not impose any time-based constraints on when learning outcomes may be signed off.

### To view portfolio

Select the **view portfolio tab** on the homepage. This contains:

- List of **learning outcomes associated with each key area**
- List of **assessment types**
- **Month overview** of portfolio entries and supporting evidence. Portfolio can also be viewed by **day** or **week**.

### To view progress or view competencies for a particular phase

Select the **Progress tab** on the home page

The dropdown menu can be used to view a list of all **ARCP** details or to create a new ARCP

To view the requirements for a phase of training select *list phases* from the drop down menu. Click through to *show requirements* which will display a colour coded screen of the registrar's progress against the phase requirements. This page indicates which learning outcomes have evidence, those which have partial evidence and those which have no evidence.

### For Educational Supervisors:

#### To view and track the progress of an individual registrar and approve learning outcomes

Select **My trainees** on the home page

**Entries** lists all the items of evidence in the portfolio and which items have been assigned to an ARCP date by the trainee. Educational Supervisors are also able to view individual items of evidence in the portfolio by clicking on the hyperlinked items.

**ARCP** area lists the formal ARCPs that have been set up for a particular trainee. These are created and items assigned by individual trainees. Educational Supervisors are also able to view the progress of trainees against ARCP milestones and approve/ sign off Learning Outcomes. This can be done by clicking *approve* and confirming the sign off of a learning outcome.

### **Educational Supervisor Report**

This form is for submission to the ARCP panel and summarises the registrar's learning portfolio since the previous assessment. The form can only be initiated by an Educational Supervisor.

### **Technical assistance**

For further support or advice on using the E-portfolio, the FPH education department can be contacted at [educ@fph.org.uk](mailto:educ@fph.org.uk)

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