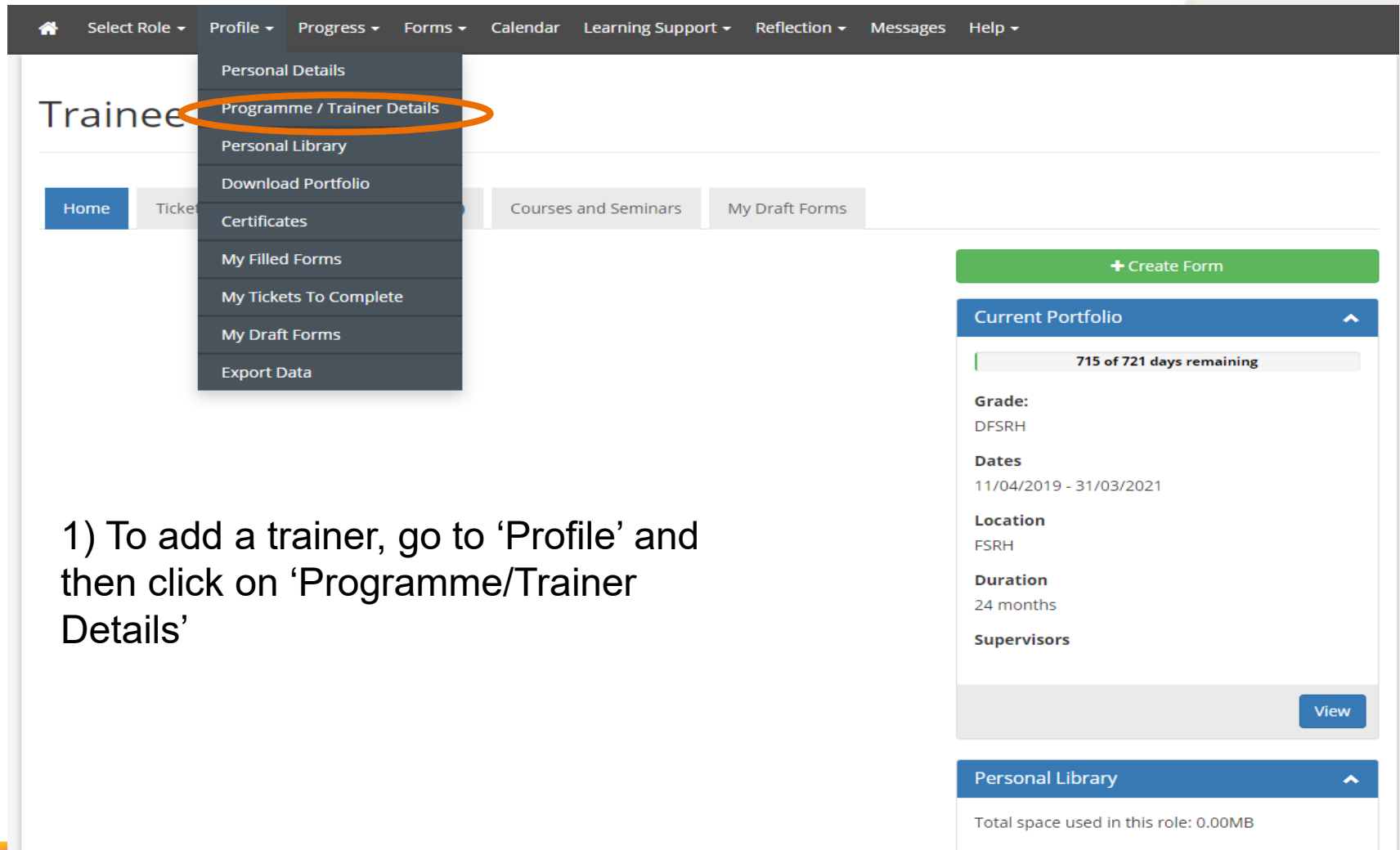


ePortfolio guide for trainees

How to add a trainer



The screenshot displays the FSRH Trainee portal interface. At the top, a dark navigation bar contains the following items: a home icon, 'Select Role', 'Profile', 'Progress', 'Forms', 'Calendar', 'Learning Support', 'Reflection', 'Messages', and 'Help'. Below this, the main content area is titled 'Trainee'. A dropdown menu is open under the 'Profile' tab, with the option 'Programme / Trainer Details' circled in orange. Other options in the dropdown include 'Personal Details', 'Personal Library', 'Download Portfolio', 'Certificates', 'My Filled Forms', 'My Tickets To Complete', 'My Draft Forms', and 'Export Data'. To the right of the dropdown, there are tabs for 'Home', 'Tickets', 'Courses and Seminars', and 'My Draft Forms'. On the far right, a 'Current Portfolio' section shows a progress bar for '715 of 721 days remaining', along with details for 'Grade: DFSRH', 'Dates: 11/04/2019 - 31/03/2021', 'Location: FSRH', and 'Duration: 24 months'. A 'View' button is located at the bottom right of this section. Below the portfolio section is a 'Personal Library' section showing 'Total space used in this role: 0.00MB'. A green '+ Create Form' button is visible at the top right of the main content area.

1) To add a trainer, go to 'Profile' and then click on 'Programme/Trainer Details'

How to add a trainer

Programme / Trainer Details

Below are the programmes and trainers listed for this account on ePortfolio. If the current details are missing or incorrect, please contact your local Administrator to assist in correcting this.

Current Programme

Programme DFSRH

Location FSRH

Specialties

Dates 11/04/2019 - 31/03/2021

Trainer

All Programmes


DFSRH (11 Apr 2019 to 31 Mar 2021)					
Programme	Location	Programme	Specialty	Start Date	End Date
DFSRH	FSRH	DFSRH	-	11/04/2019	31/03/2021

All Trainers

Nominate here your C5 course convenor, your primary trainer and others as appropriate. All these people will be able to view the contents of your ePortfolio (apart from the contents marked private)

[Modify course trainers](#)

How to add a trainer

 [Select Role](#) ▾ [Profile](#) ▾ [Progress](#) ▾ [Forms](#) ▾ [Calendar](#) [Learning Support](#) ▾ [Reflection](#) ▾ [Messages](#) [Help](#) ▾

Modify Programme Trainers

DFSRH, FSRH, 11 Apr 2019 to 31 Mar 2021

[Add new trainer](#)

No trainers

3. Click on 'Add new trainer'

How to add a trainer

Home Select Role Profile Progress Forms Calendar Learning Support Reflection Messages Help

Add Trainer

Add Trainer

Role FSRH Primary Trainer

Programme DFSRH, FSRH, 11 Apr 2019 to 31 Mar 2021

Invite existing ePortfolio user

Name

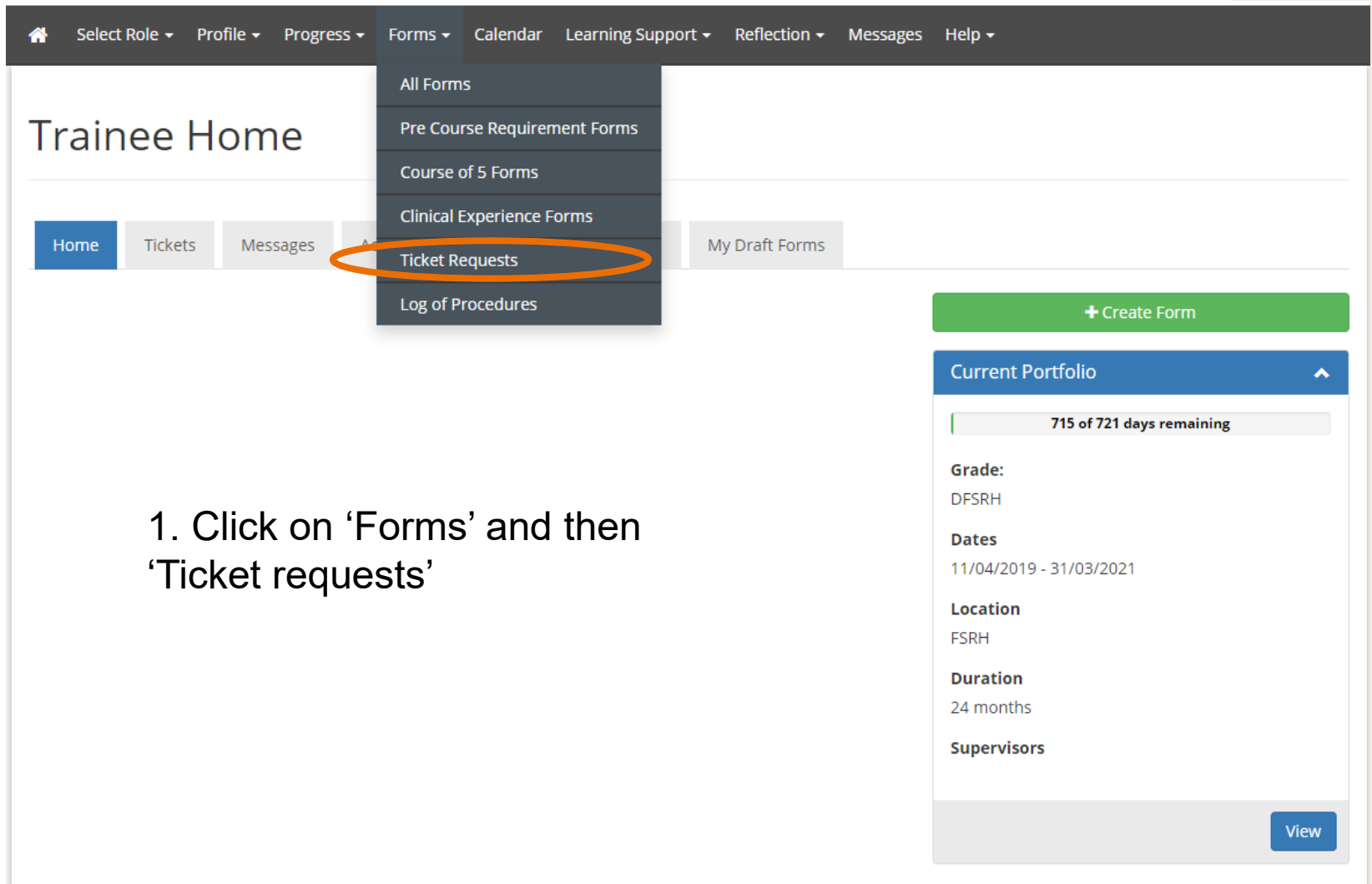
User name

Email

GMC

4. Enter the trainers surname only into the 'Name' box (to avoid conflicting information) and then click 'Select' and 'Invite'

How to send a ticket request



The screenshot displays the 'Trainee Home' dashboard. At the top, a navigation bar includes 'Select Role', 'Profile', 'Progress', 'Forms', 'Calendar', 'Learning Support', 'Reflection', 'Messages', and 'Help'. The 'Forms' dropdown menu is open, listing 'All Forms', 'Pre Course Requirement Forms', 'Course of 5 Forms', 'Clinical Experience Forms', 'Ticket Requests' (circled in orange), and 'Log of Procedures'. Below the navigation bar, a breadcrumb trail shows 'Home', 'Tickets', 'Messages', and 'Forms'. To the right, there is a 'My Draft Forms' button and a '+ Create Form' button. A 'Current Portfolio' section shows a progress bar for '715 of 721 days remaining' and lists details: Grade (DFSRH), Dates (11/04/2019 - 31/03/2021), Location (FSRH), Duration (24 months), and Supervisors. A 'View' button is located at the bottom right of the portfolio section.

1. Click on 'Forms' and then 'Ticket requests'

How to send a ticket request

Ticket Requests

To request an assessment from a person who does not have log in access to this account on ePortfolio, select the "Request New Assessment" button below. This will generate a unique code that the Assessor can use to login to ePortfolio and submit the assessment. Please note, a ticket will expire 30 days after it was created and the Assessor will no longer be able to complete the form.

For ticket requests where an email address has been provided, you can send a ticket reminder by email if the ticket has not been completed within 7 days. The 'Send Reminder' link automatically appears next to any tickets that have not been completed within this time frame. Please note, you cannot send the same reminder more than once per 24 hour period.

To view a list of all of your forms including tickets you have completed for others [click here](#).

[Request New Assessment](#)

Select Year or Post:

2. Click on 'Request New Assessment'

There are no tickets for the selected post.

How to send a ticket request

Create Ticket

Step 1 Step 2 Step 3

Programme *:

DFSRH - FSRH (11 Apr 2019 to 31 Mar 2021)

Forms *:

Type form name here...

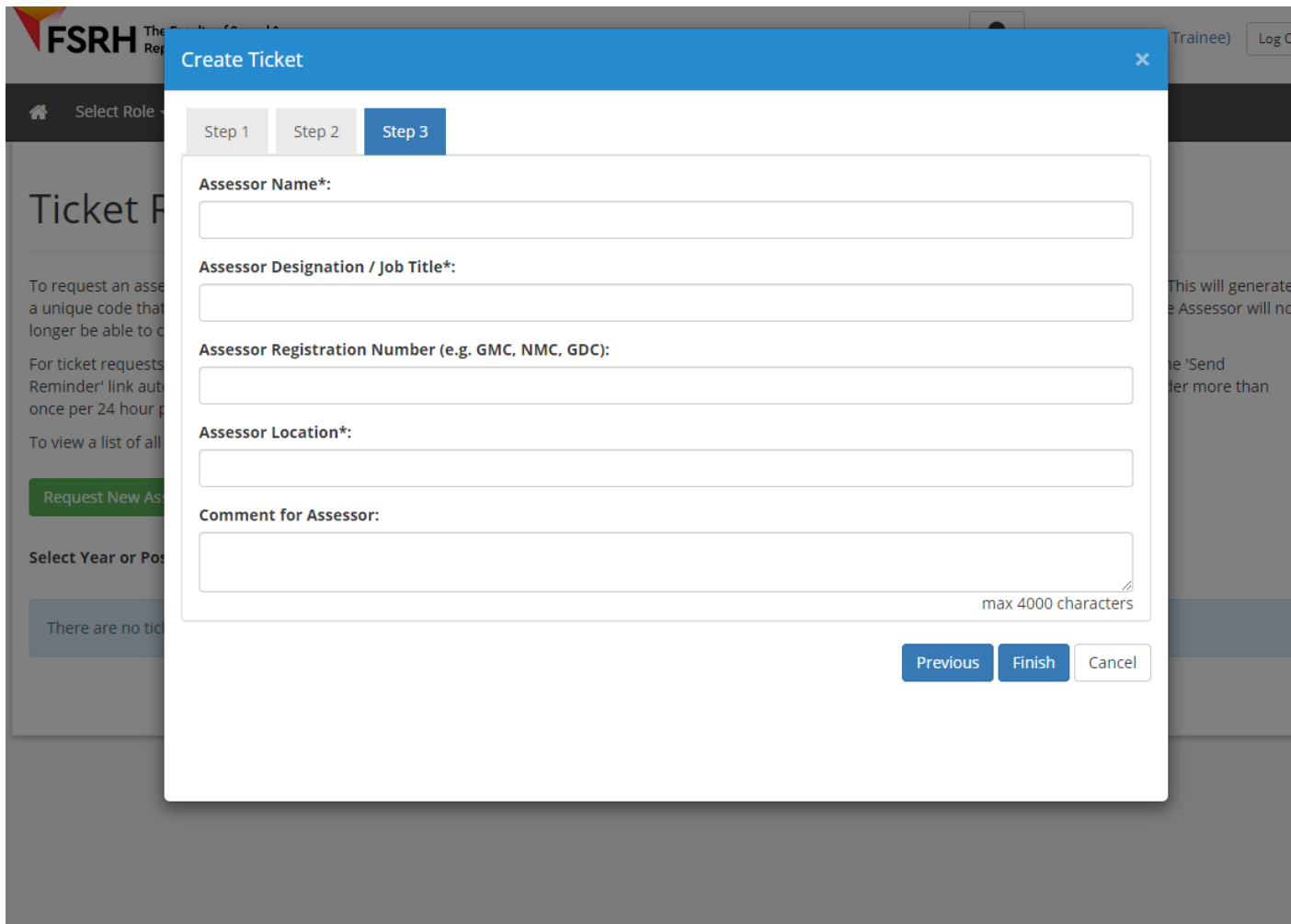
- Entry Requirements - Part 1 of 3
- Entry Requirements - Part 2 of 3
- Entry Requirements - Part 3 of 3
- Course of 5: Record of completion of Assessments (1-9)
- Primary Assessment
- ACP Topic 1: Contraception choices
- ACP Topic 2: Hormonal contraception
- ACP Topic 3: Intra uterine/ subdermal methods
- ACP Topic 4: Emergency contraception
- ACP Topic 5: Bleeding problems with hormonal methods
- ACP Topic 6: STI risk assessment and screening

How to send a ticket request

The screenshot shows a web application interface with a 'Create Ticket' modal window. The modal has a blue title bar and a white body. At the top of the modal, there are three tabs: 'Step 1', 'Step 2', and 'Step 3'. 'Step 2' is currently selected. Below the tabs, there is a text input field with the label 'Provide Assessor Email Address:' and a placeholder 'or...'. At the bottom right of the modal, there are three buttons: 'Previous', 'Next', and 'Cancel'. The background of the web application is dimmed, showing a sidebar with 'Select Role' and 'Ticket F' options, and a main content area with text about requesting an assessor.

4. Enter the Assessors email address and click 'Next'

How to send a ticket request



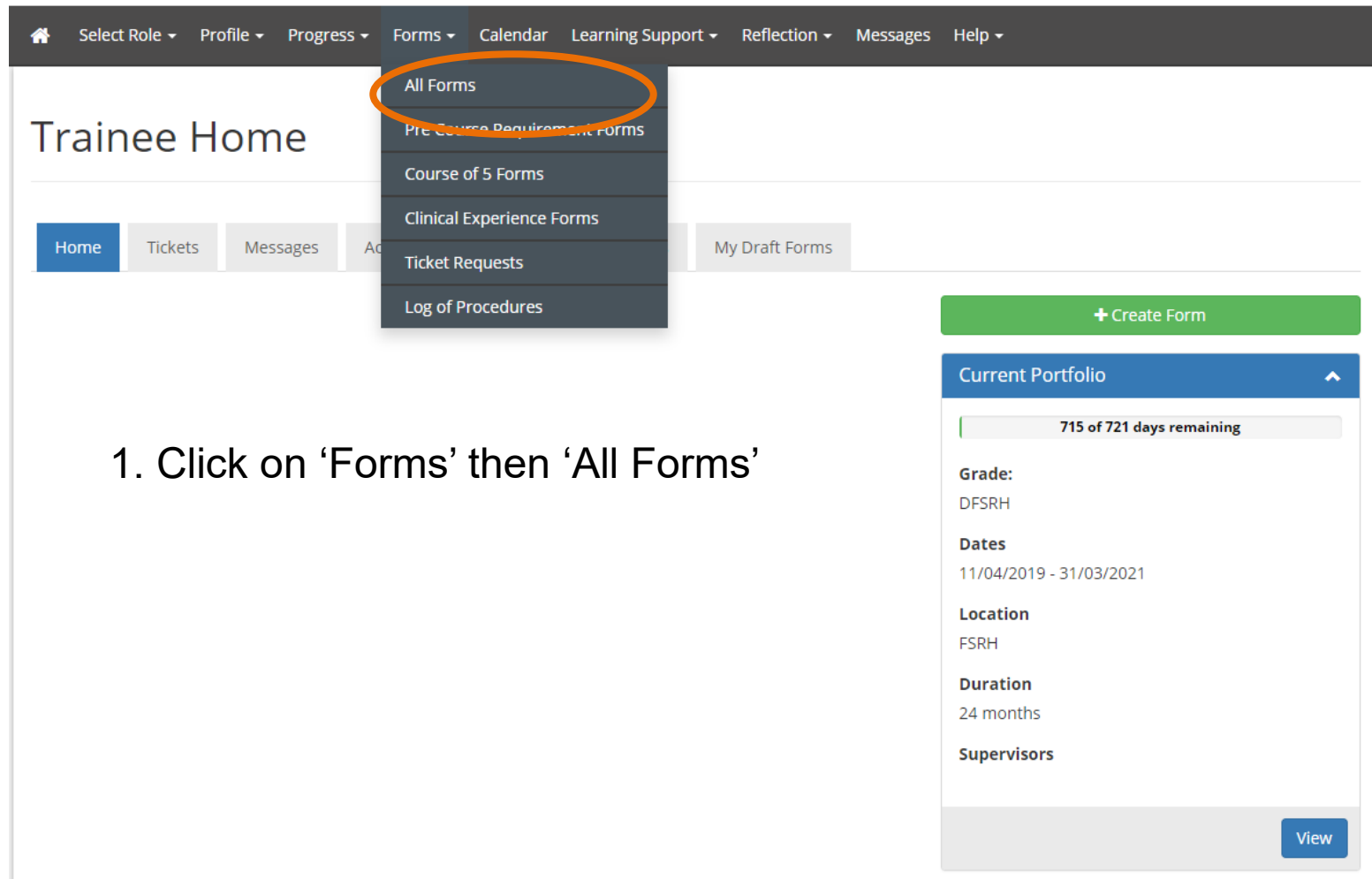
The screenshot shows a 'Create Ticket' modal window with a blue header and a close button. The form is divided into three steps: Step 1, Step 2, and Step 3 (the current step). The form fields are as follows:

- Assessor Name*:** A text input field.
- Assessor Designation / Job Title*:** A text input field.
- Assessor Registration Number (e.g. GMC, NMC, GDC):** A text input field.
- Assessor Location*:** A text input field.
- Comment for Assessor:** A text area with a 'max 4000 characters' limit.

At the bottom right of the form, there are three buttons: 'Previous' (disabled), 'Finish' (active), and 'Cancel'.

5. Complete the mandatory fields and click on 'Finish'





















How to find your 'Final Summative Assessment for DFSRH application



The screenshot shows the 'Trainee Home' dashboard. At the top, there is a navigation bar with options: Select Role, Profile, Progress, Forms, Calendar, Learning Support, Reflection, Messages, and Help. The 'Forms' menu is open, and 'All Forms' is circled in orange. Below the navigation bar, there are buttons for Home, Tickets, Messages, and My Draft Forms. On the right side, there is a 'Current Portfolio' section with a progress bar showing '715 of 721 days remaining' and details for Grade (DFSRH), Dates (11/04/2019 - 31/03/2021), Location (FSRH), Duration (24 months), and Supervisors. A 'View' button is located at the bottom right of the portfolio section.

1. Click on 'Forms' then 'All Forms'

How to find your 'Final Summative Assessment for DFSRH application

 C5 Reassessment 6: Young people	-
 C5 Reassessment 7: Psycho sexual consultation	-
 C5 Reassessment 8: Unwanted pregnancy	-
 C5 Reassessment 9: Sterilisation	-
 Primary Assessment	-
 ACP Topic 1: Contraception choices	-
 ACP Topic 2: Hormonal contraception	-
 ACP Topic 3: Intra uterine/ subdermal methods	-
 ACP Topic 4: Emergency contraception	-
 ACP Topic 5: Bleeding problems with hormonal methods	-
 ACP Topic 6: STI risk assessment and screening	-
 ACP Topic 7: Vaginal discharge and pelvic pain	-
 RDCP Topic 1: Contraception choices	-
 RDCP Topic 2: Hormonal contraception	-
 RDCP Topic 3: Intra uterine/ subdermal methods	-
 RDCP Topic 4: Emergency contraception	-
 RDCP Topic 5: Bleeding problems with hormonal methods	-
 RDCP Topic 6: STI risk assessment and screening	-
 RDCP Topic 7: Vaginal discharge and pelvic pain	-
 Final Summative Assessment	-

2. Click on 'View'

3. You will then need to copy and paste the form into a word document so you can upload it on the FSRH website upon application