

The Rotherham NHS Foundation Trust

A Guide to PEP

Practitioner's ePortfolio (PeP) is **an electronic eportfolio based on the current NHS Education for Scotland (NES) Foundation ePortfolio.**

Administered by PGME at The Rotherham NHS Foundation Trust and hosted by NES. The eportfolio, is designed for ACPs, PAs and junior non-training grade doctors.

- Users are enrolled on a programme
- Users are added to posts with supervisors
- Previous NES account information is retained
- ePortfolio can be downloaded as a PDF
- Electronic storage facility for documents
- Forms for online work based assessments and supervisor meetings
- Reflection on learning opportunities, self assessments and reflections on careers
- Extra activities including details of courses attended, audits participated in, teaching delivered or certificates.

Practitioner's ePortfolio

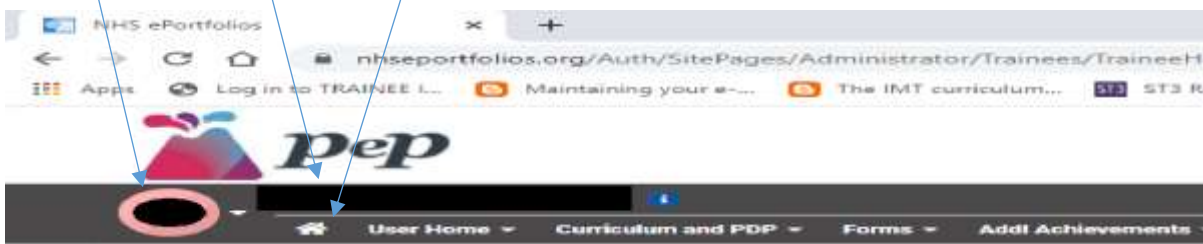


<https://www.rftmedicaleducation.com/eportfolio.html>

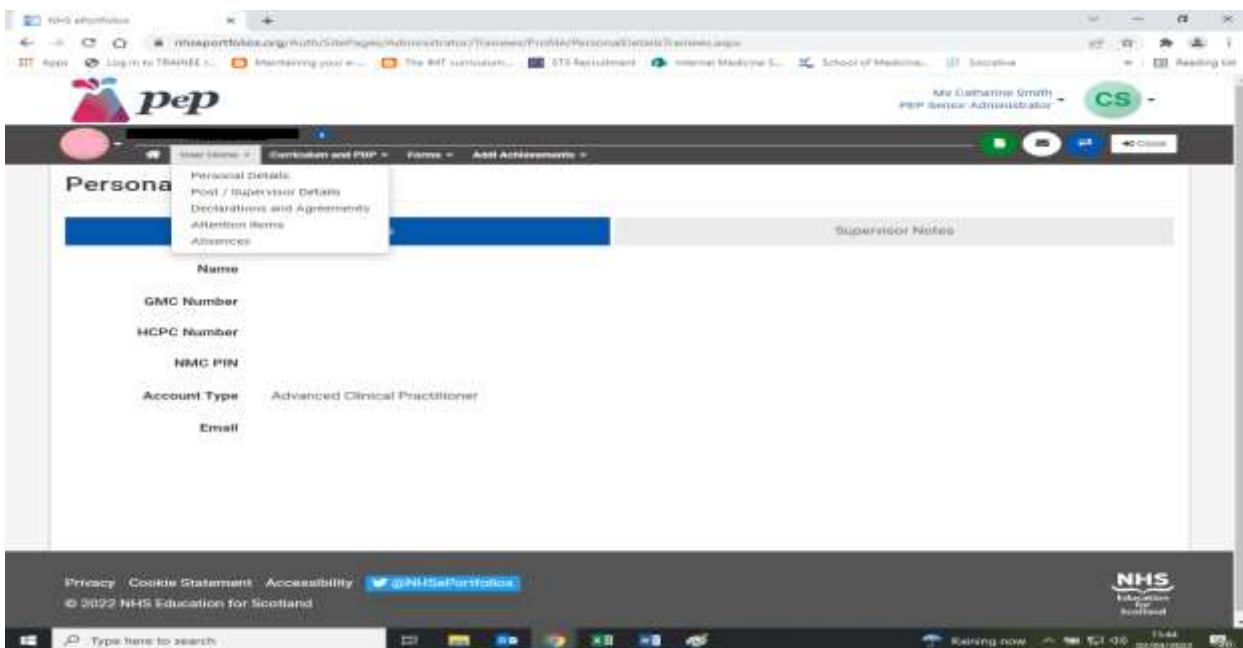
Programme & Post Details

When you first log into your created PEP account (<https://www.nhseportfolios.org/Anon/Login/Login.aspx>) you will see the details below, you should ensure you are using Google Chrome.

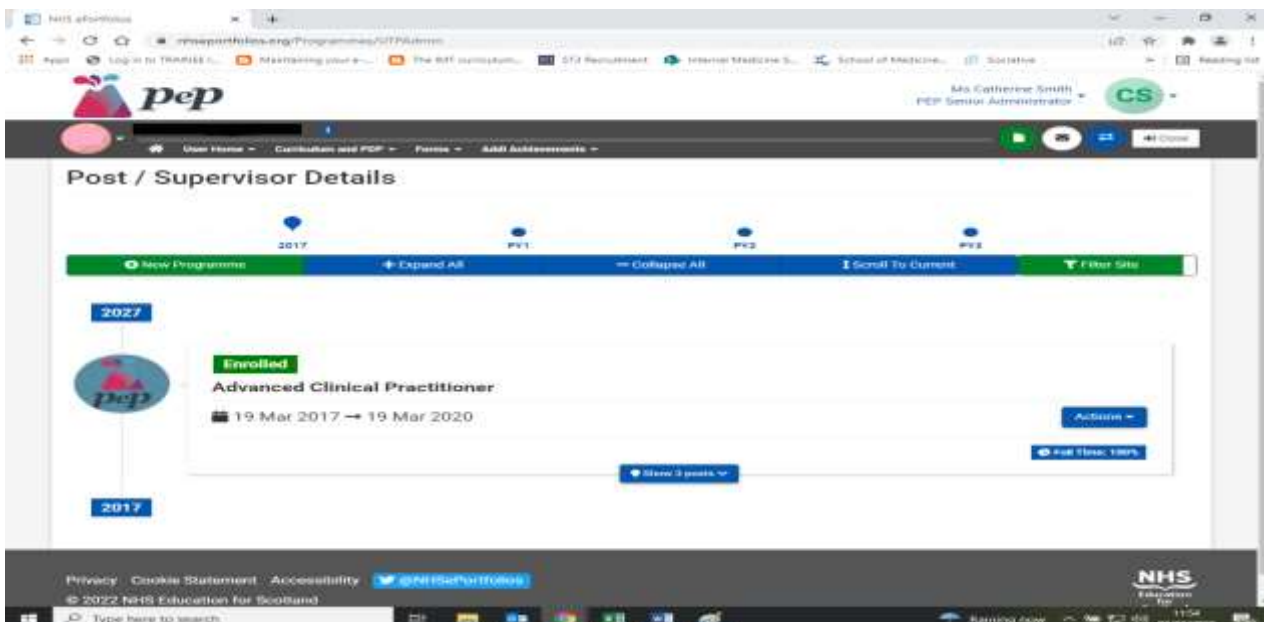
Your initials and Name, the Home icon, when you click here it brings up recent activity



At the side of the Home icon is the User home, this brings up personal details displaying your name, relevant number, the account type (ACP/PA/Non Training Grade Doctor) and the email address.




After Personal Details there are your programme & Post details (Check all your dates are correct) The Payment for PEP is per annum and renewable each subsequent year.



Declarations & Agreements

In User Home select Declarations & Agreements, in existing forms you will see documents you have created and in Available Forms the Health Declaration and Probity documents are available for you to create for your records. All trainees are expected to complete these prior to the supervisor meeting and sign off.



The screenshot shows the 'Declarations and Agreements' page in the PEP system. At the top, the PEP logo is on the left, and the user's name 'Ms Catherine Smith, PEP Senior Administrator' with a 'CS' profile icon is on the right. A navigation bar below the header contains 'User Home', 'Curriculum and PDP', 'Forms', and 'Add'l Achievements'. The main content area has a 'Select Post:' dropdown menu set to 'PEP Year 5 - Rotherham Hospital (02 Feb 2022 to 01 Feb 2023)' and a search bar. Below this are two tabs: 'Existing Forms' and 'Available Forms' (which is active and shows a count of 2). Under the 'Available Forms' tab, there are two items: 'Health declaration' and 'Probity declaration'. Each item has a '+ Create' button and a 'Titled' button with a blue information icon.

After declarations in User Home, there are Attention Items which will give a list of anything you still need to complete and then absences, you should record anything other than annual leave here to explain any absence you may have had e.g. M/L – P/L OOP or sickness etc.

Curriculum & PDP

Here you will see the Curriculum, which has been added to your programme relevant to your post.

ACP Frailty Curriculum
ACP Orthopaedic Curriculum
Core Multi-professional Capabilities in Practice
National Surgical ACP
PEP Curriculum 2016



The screenshot shows the 'Curriculum and PDP' page in the PEP system. The header and navigation bar are identical to the previous screenshot. The main content area features a 'Training Programme:' dropdown menu set to 'Advanced Clinical Practitioner (06 Feb 2018 to 01 Feb 2023)'. Below this are two tabs: 'Current Curricula' (active, showing 2) and 'Inactive Curricula' (showing 0). A large blue banner for 'Core Multi-professional Capabilities in Practice' is displayed, with a sub-header 'Derived from the HEE Multi-professional Framework for advanced clinical practice in England (2017)' and a URL. To the right of the banner is an 'Open Curriculum' button and an 'Actions' button. At the bottom right, there are icons for print, share, and other actions.

When you select your curriculum this will open all the sections you need to achieve for your programme.



The screenshot shows the 'PEP Curriculum 2016' page. The header and navigation bar are consistent. The main content area has a title 'PEP Curriculum 2016' and a subtitle 'Advanced Clinical Practitioner (06 Feb 2018 to 01 Feb 2023)'. Below the subtitle is a list of four sections, each with a blue folder icon: 'Section 1 : Professional behaviour and trust', 'Section 2 : Communication, team-working and leadership', 'Section 3 : Clinical care', and 'Section 4 : Safety & quality'. At the bottom right, there are icons for print, share, and other actions.

The section for PDP is where you create your personal Development Plan, when you meet with your supervisor, they then agree the plan and at the end of the post will tick whether this has been achieved.

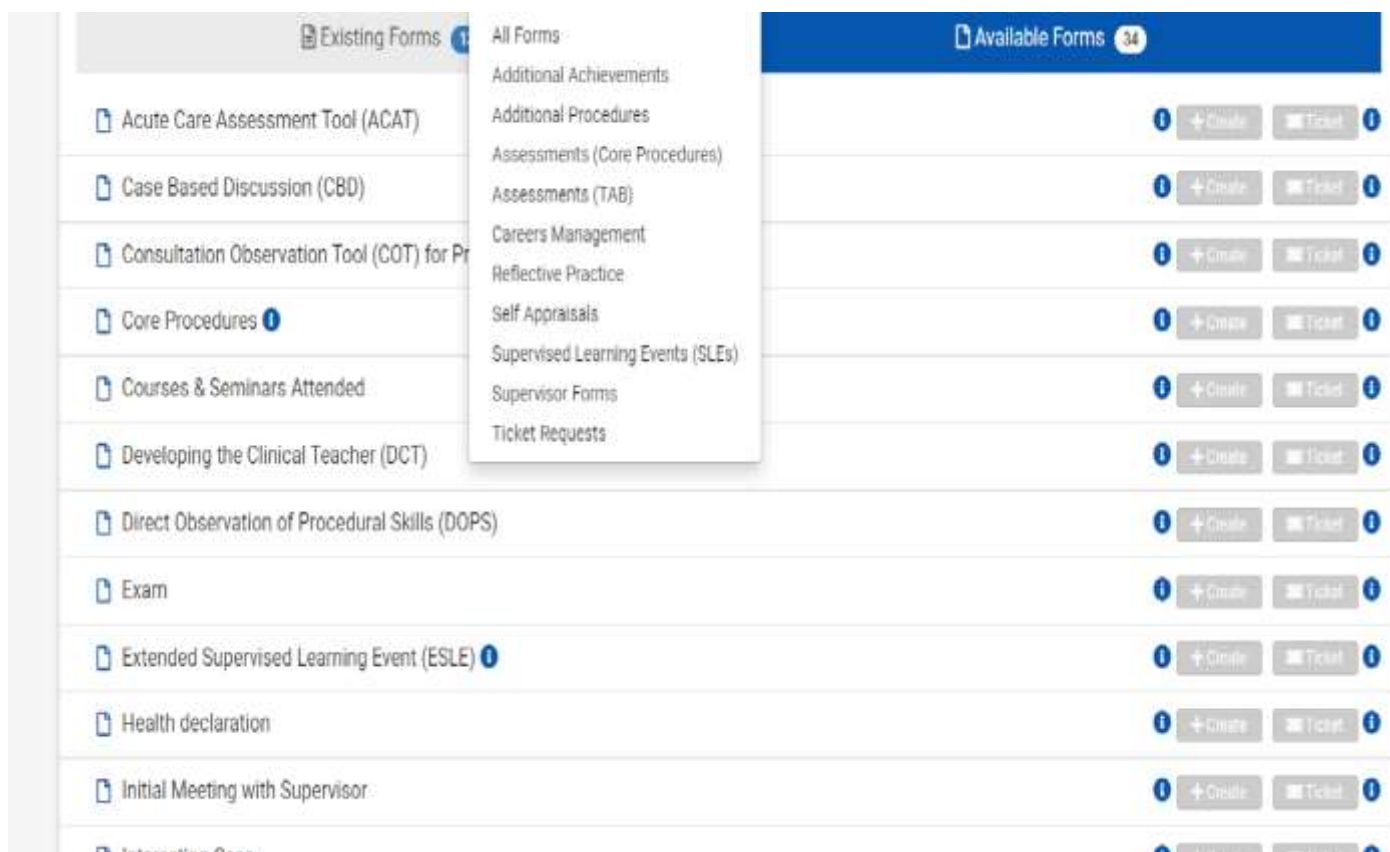


Core Multi-professional Capabilities in Practice

This section is where you are rated on your performance by your supervisor, as to whether they have been achieved.



The Forms Section is where you can create tickets for the required competencies of your programme. Once complete these can be linked to your curriculum ready for sign off by your supervisor.



Additional Achievements

Certificates, here you can upload your certificates and ask your supervisor to confirm them, once confirmed these can be linked to areas of your curriculum as evidence of the competency.

Certificates and Exams

Below are the certificates and exams listed for this account on ePortfolio. To add a new certificate or exam to the list, select the "Add New Certificate or Exam" button.

To confirm that a certificate is valid, a supervisor must view the paper certificate and Confirm it. If there is an electronic version of the certificate available, it can be uploaded using the "Upload" link.

[+ Add New Certificate / Exam](#)

Search

Show

[Search](#)

Certificate / Exam	Expiration Date	Expected Exam Date	Exam Passed Date	Confirmed?	Confirmed By	Confirmed Date	Actions
<input type="checkbox"/> ALS (Advanced Life Support)	18 Sep 2022		16 Sep 2018	✗			Actions
<input type="checkbox"/> Other - ECG Interpretation				✗			Actions
<input type="checkbox"/> Other - MSc Advanced Clinical Practice				✗			Actions

Personal Library

There are pre-populated folders in your library, which you can add documents to and create relevant additional folders, links to the curriculum are available for each document added to the library.

Personal Library

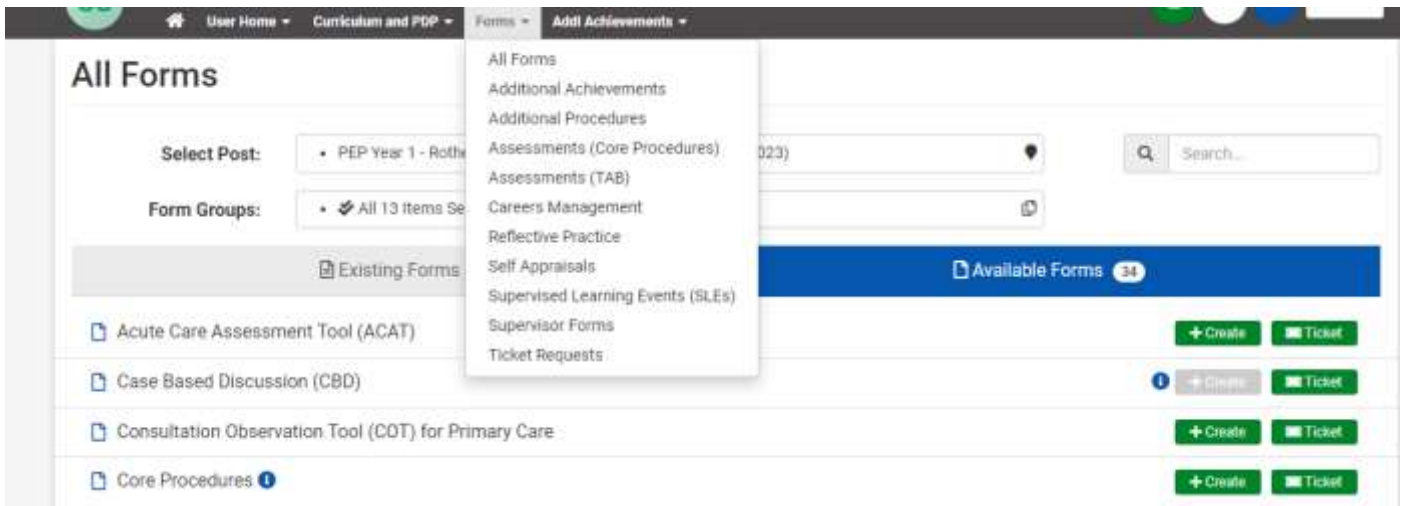
[Upload a file](#) [Create new folder](#) [Create items](#)

Name	Size	Uploaded Date	Modified Date	Actions
<input type="checkbox"/> Library				+ -
<input type="checkbox"/> Clinical feedback		23/05/2021	12/01/2022	
<input type="checkbox"/> Clinical Practice		11/02/2021	18/10/2021	
<input type="checkbox"/> E learning update		27/09/2019	15/09/2021	
<input type="checkbox"/> Education & Research		11/02/2021	18/10/2021	
<input type="checkbox"/> Leadership & Management		11/02/2021	12/01/2022	
<input type="checkbox"/> Quality Improvement		18/10/2021	15/12/2021	
<input type="checkbox"/> Teaching & Education		11/02/2021	18/10/2021	

Creating a ticket, go to Forms and select the appropriate subject or all forms in available forms. Tick the relevant form (ACAT, CPB etc.),

Select, 'create ticket', then complete the 3-step process and add your assessors email. Once complete they will receive an email with a ten-digit code to complete the ticket request, please keep a check on the date tickets expire, you can send a reminder if it has not been completed, but if the ticket expires before completion you will need to create a new one.

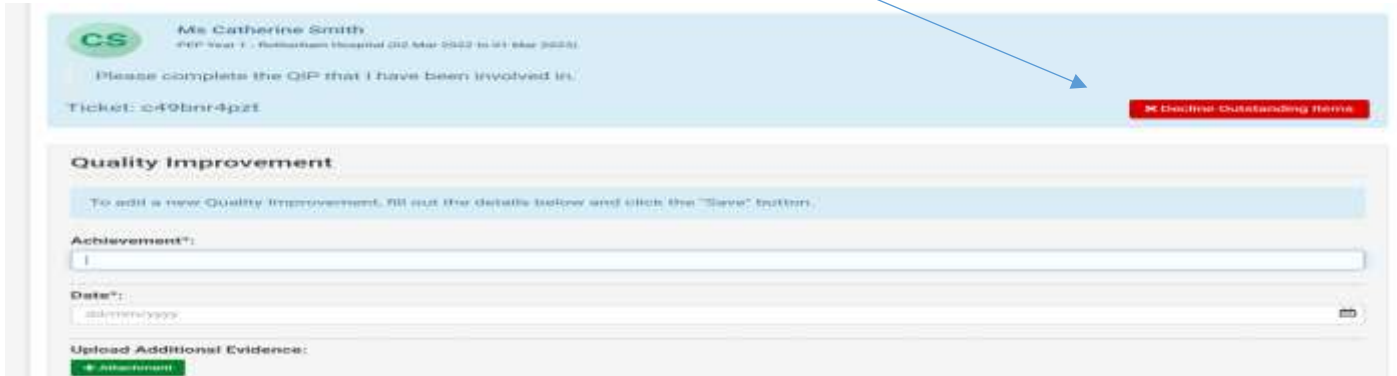
The green create box at the side of each form is for either your supervisor to create, once they log in as themselves and select you from their list of supervised trainees or you can self-enter a form and your supervisor can sign this through the link.



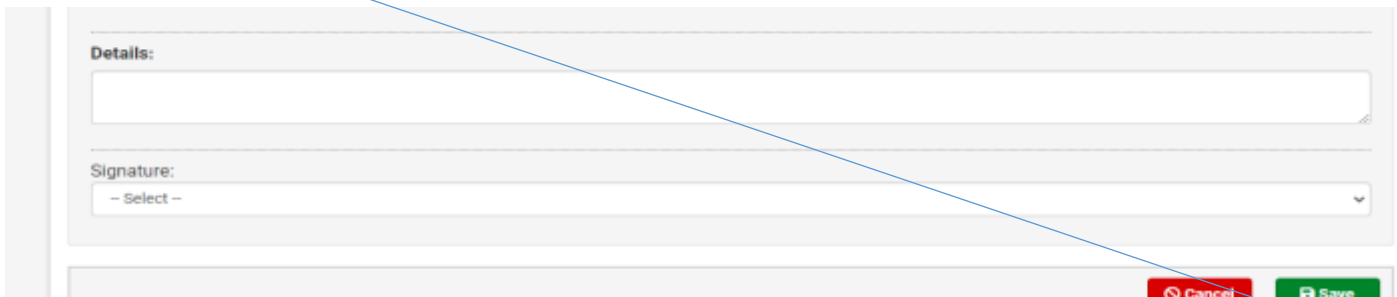
The assessor will receive an email and once opened, select the green Complete Request option.



The form will then open for the assessor to complete the form. (The red decline button should not be selected unless the assessor does not wish to complete the form)

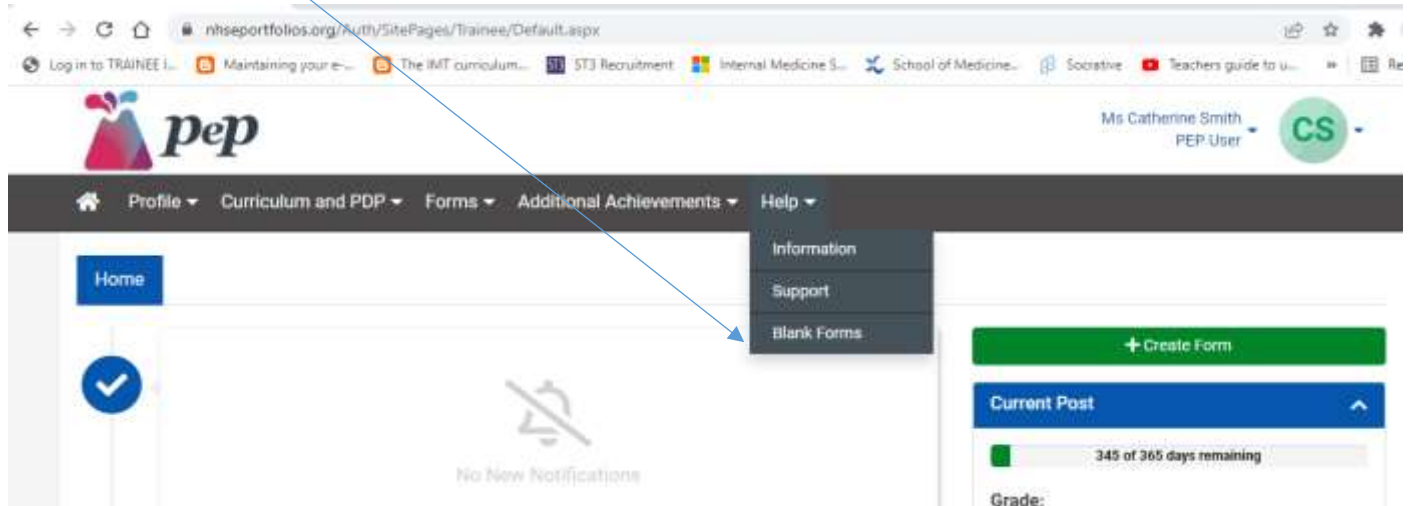


The assessor should then save the form after adding their signature, the form will then be in the trainees portfolio



If the assessor is having issues completing the form from the email, ask them to try copying this link <https://www.nhseportfolios.org/Anon/Login/Login.aspx> into Google Chrome and to log in using the 10-digit code

In addition to the forms section, you can also download various forms by going to the Help section and then scroll down to Blank Forms.

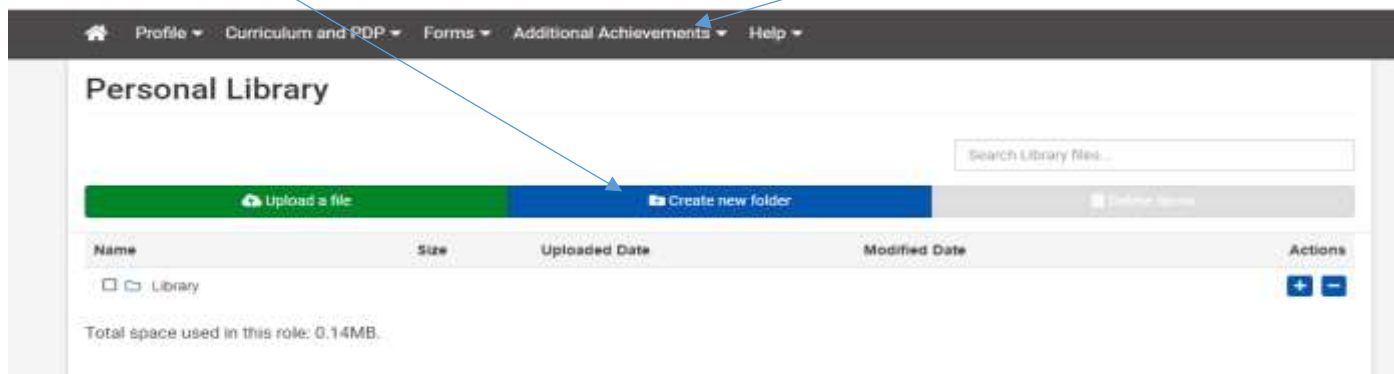


There is an extensive list in this section of forms which you may find useful when collating your evidence for your portfolio.

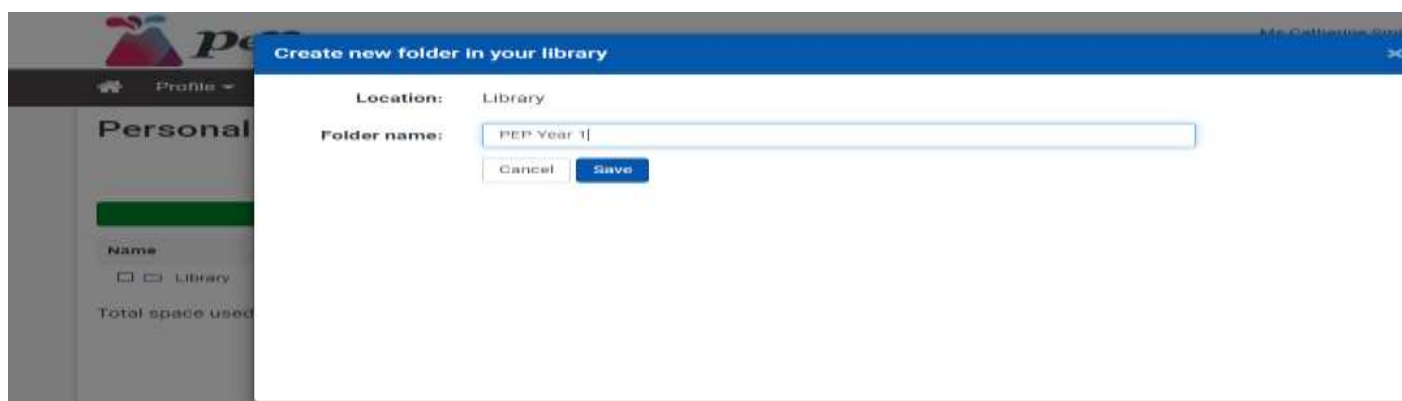
<input type="checkbox"/> Acute Care Assessment Tool (ACAT)	Download
<input type="checkbox"/> Case Based Discussion (CBD)	Download
<input type="checkbox"/> Consultation Observation Tool (COT) for Primary Care	Download
<input type="checkbox"/> Core Procedures	Download
<input type="checkbox"/> Courses & Seminars Attended	Download
<input type="checkbox"/> Developing the Clinical Teacher (DCT)	Download
<input type="checkbox"/> Direct Observation of Procedural Skills (DOPS)	Download
<input type="checkbox"/> Exam	Download
<input type="checkbox"/> Extended Supervised Learning Event (ESLE)	Download
<input type="checkbox"/> Health declaration	Download
<input type="checkbox"/> Initial Meeting with Supervisor	Download
<input type="checkbox"/> Interesting Case	Download
<input type="checkbox"/> Mid-placement review	Download
<input type="checkbox"/> Mini-clinical evaluation exercise for learning (mini-CEX)	Download
<input type="checkbox"/> Non Academic Achievement	Download
<input type="checkbox"/> PDP	Download
<input type="checkbox"/> Presentation	Download
<input type="checkbox"/> Probity declaration	Download
<input type="checkbox"/> Procedure	Download
<input type="checkbox"/> Publications	Download
<input type="checkbox"/> Quality Improvement	Download
<input type="checkbox"/> Reflection	Download
<input type="checkbox"/> Reflection - Generic	Download
<input type="checkbox"/> Reflection on Procedure	Download
<input type="checkbox"/> Reflective Summary Sheet on Careers	Download
<input type="checkbox"/> Research	Download
<input type="checkbox"/> Self Assessment	Download
<input type="checkbox"/> Self TAB	Download
<input type="checkbox"/> Supervisors End of Placement Report	Download
<input type="checkbox"/> Taster	Download
<input type="checkbox"/> Teaching	Download
<input type="checkbox"/> Team Assessment Behaviour (TAB)	Download

Personal Library – You will find the Personal Library under additional Achievements

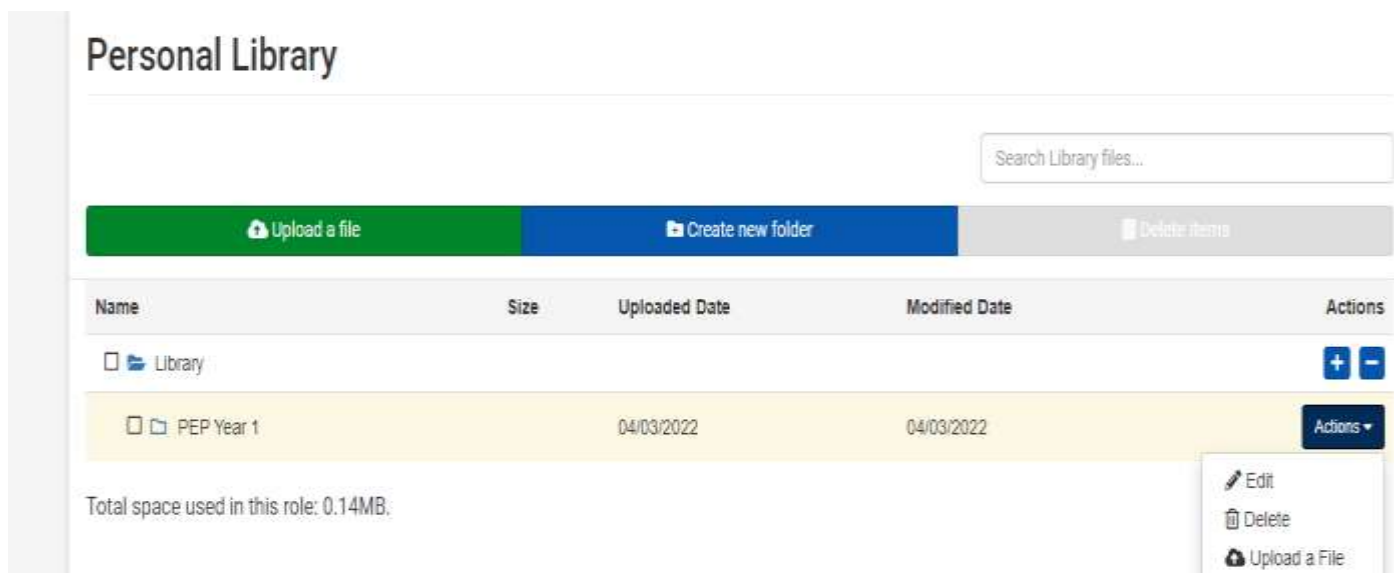
How to create a Folder – select Create new folder



Give your Folder a Name and save



To add saved documents, select Actions and upload file



To link a file to the curriculum, select the document, click the arrow on Actions and then links and select the area you wish the document to be linked. Your supervisor can sign off each area once it is completed.

Personal Library

Search Library files...

Upload a file

Create new folder

Directories

Name	Size	Uploaded Date	Modified Date	Actions
Library				+ -
PEP Year 1		04/03/2022	04/03/2022	Actions
PEP-agenda.docx	188KB	04/03/2022	04/03/2022	Actions

Total space used in this role: 0.32MB.

- View File
- View Details
- Edit
- Delete
- Links

Links

Add Links Existing Links 0

Link to:

- Select -
- Select -
- Form
- Curriculum Item

How to Download your Portfolio – Go to Profile & scroll to Download/export.

pep Ms Catherine Smith PEP User CS

Profile Curriculum and PDP Forms Additional Achievements Help

- Personal Details
- Home
- Post / Supervisor Details
- Declarations and Agreements
- Outstanding Tickets
- My Filled Forms
- Absences
- Download / Export

Create Form

Current Post

360 of 365 days remaining

Grade:

Select Download/Export and then create PDF, select the year you wish to create the PDF in the Forms for Post, or select all. Tick Include Post/Supervisor Details on First Page. Tick Show linked items on form downloads.

Then in Available items, select all that you wish to include and move across to the Items in your PDF. In the green box select Queue PDF

Create PDF

Curriculum / Competencies

Forms for Post PEP Year 1, Rotherham Hospital, 02 Mar 2022 to 01 Mar 2023, Medicine ▾

Include Post/Supervisor Details on First Page

Show linked items on form downloads

Available Items

Extended Supervised Learning Event (ESLE) 02/03/2022 Self Entered

Items in your PDF

You will receive a message to say your request is queued and an email will be sent when it is ready for download, click OK and wait for the email.

The screenshot shows the 'Create PDF' page with a blue success message box overlaid. The message reads: 'Success Your PDF has been successfully queued. An email will be sent to you when it's ready to download.' with an 'OK' button.

When you receive the email to say the download is complete, go to Profile, Download/Export and the PDF will be waiting for you to view which you can then save to your PC.

The screenshot shows the 'Download / Export' page. Under the 'Forms / Curriculum' tab, a PDF file is listed: '2022-03-02_100019.pdf' with a size of 763 KB. There is a download icon and a 'Actions' button next to the file.

For any issues you may have with your PEP account you can contact the admin team at RDGH; rgh-tr.pep@nhs.net

If you need to contact the ePortfolio support team you should first log into your account where you can create a support ticket. Additional help and information about how to use the site can be found in the Information section of your account.

If you are having problems logging into ePortfolio: Have you tried the [Forgot Password?](#) button? If your email address is not recognised by ePortfolio then you should contact your local administrator as above.