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.
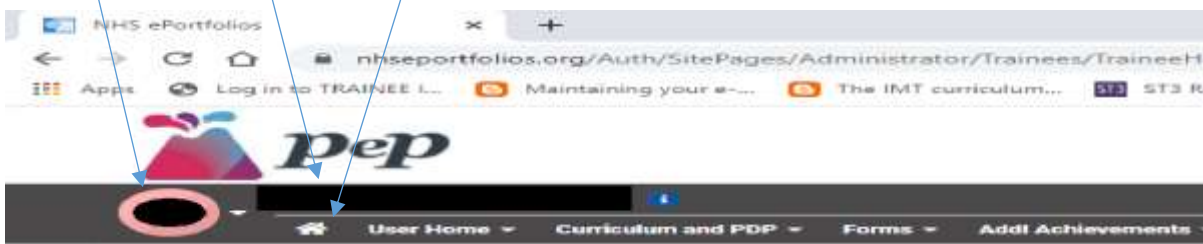

https://www.rftmedicaleducation.com/eportfolio.html

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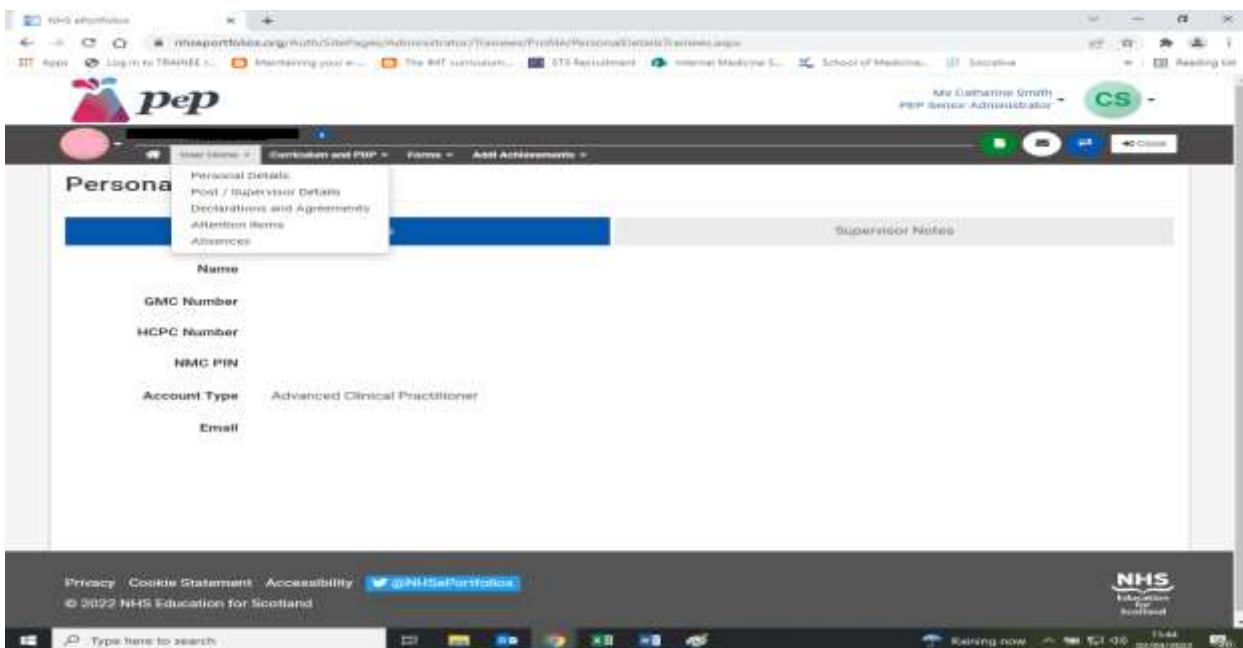
After Personal Details there are your programme & Post details (Check all your dates are correct) The Payment for PEP is per annum and renewable each subsequent year.
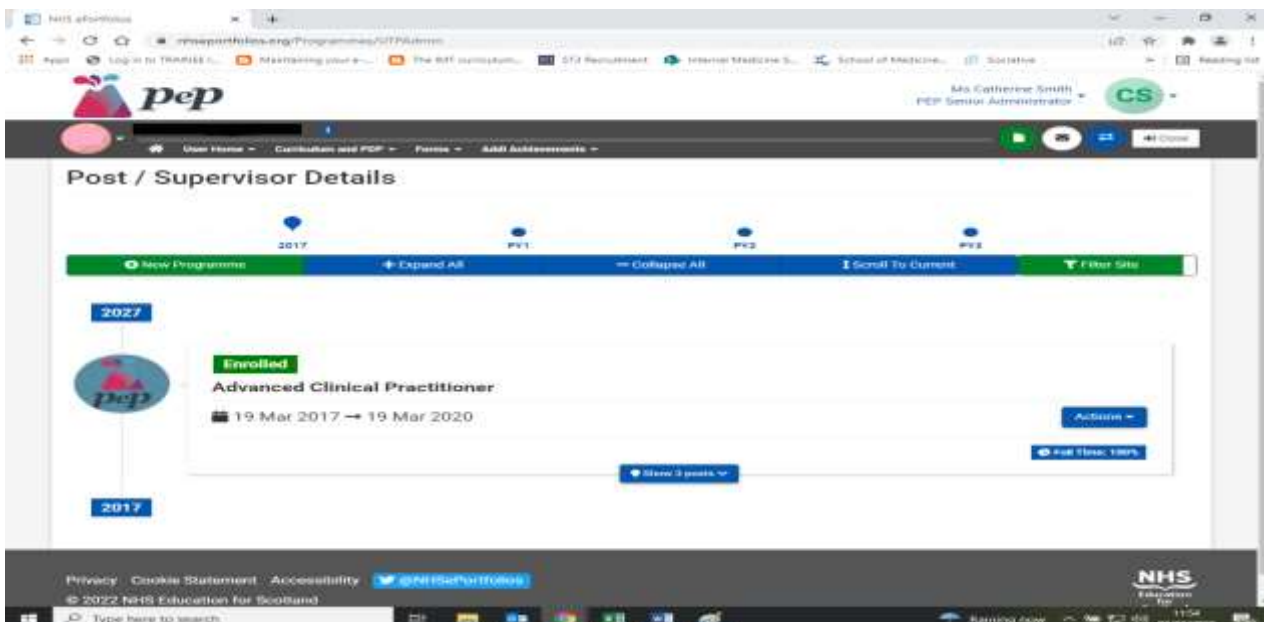
Declarations & Agreements

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.

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

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

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.
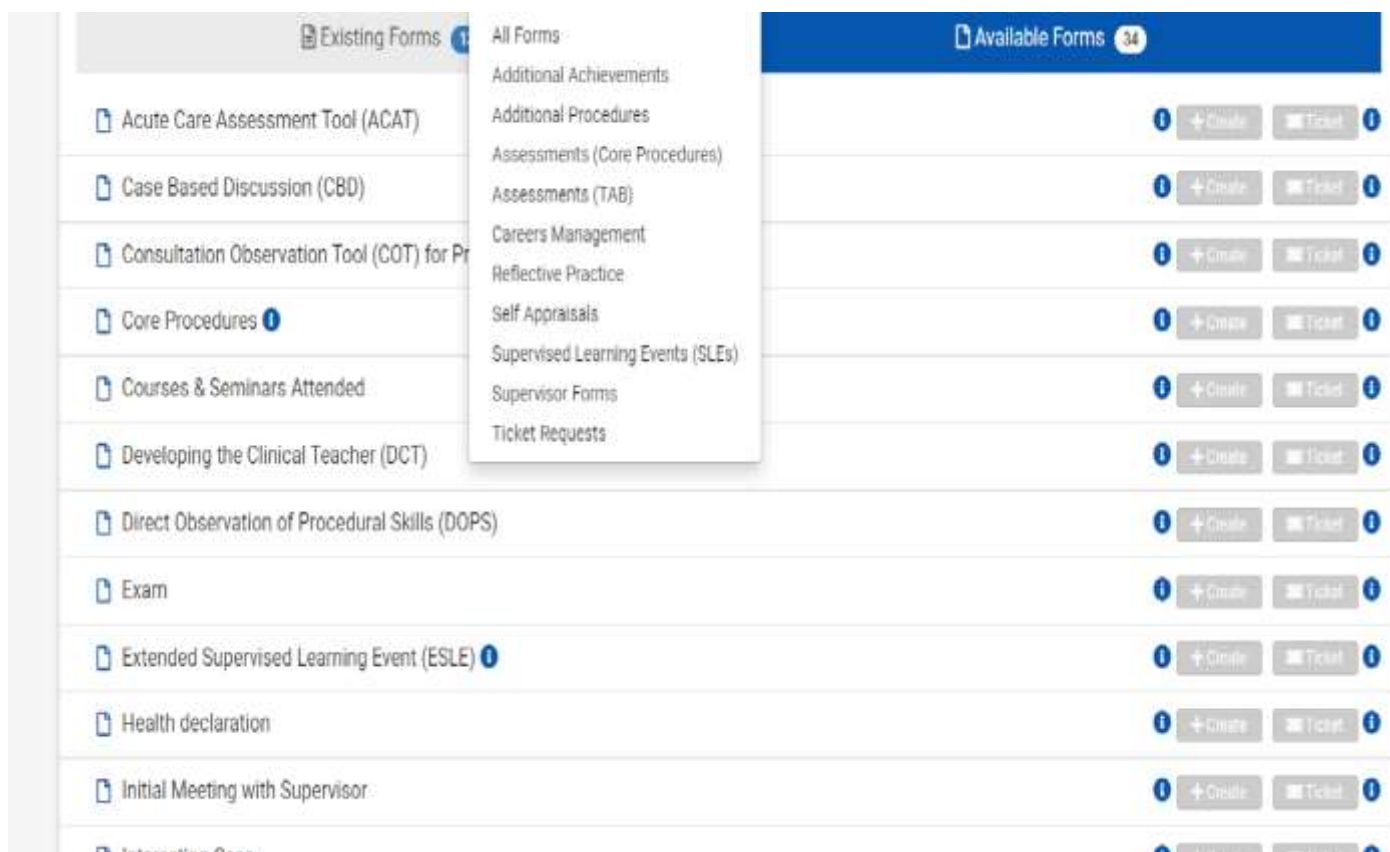
Personal Development Plan ⓘ

Select Post:	• PEP Year 5 - Rotherham Hospital (02 Feb 2022 to 01 Feb 2023)	●	Q Search...

🖹 Existing Forms	🗋 Available Forms ❶
🗋 PDP	**+ Create** **▦ Ticket**

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.

Core Multi-professional Capabilities in Practice ⓘ

Advanced Clinical Practitioner (06 Feb 2018 to 01 Feb 2023)

➕ ➖

📁 Clinical Practice
📁 Leadership
📁 Education
📁 Research

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.

🖹 Existing Forms ❶	All Forms	🗋 Available Forms 34
🗋 Acute Care Assessment Tool (ACAT)	Additional Achievements	ⓘ +Create ▦Ticket ⓘ
🗋 Case Based Discussion (CBD)	Additional Procedures	ⓘ +Create ▦Ticket ⓘ
🗋 Consultation Observation Tool (COT) for Pr	Assessments (Core Procedures)	ⓘ +Create ▦Ticket ⓘ
🗋 Core Procedures ⓘ	Assessments (TAB)	ⓘ +Create ▦Ticket ⓘ
	Careers Management	
🗋 Courses & Seminars Attended	Reflective Practice	ⓘ +Create ▦Ticket ⓘ
🗋 Developing the Clinical Teacher (DCT)	Self Appraisals	ⓘ +Create ▦Ticket ⓘ
	Supervised Learning Events (SLEs)	
🗋 Direct Observation of Procedural Skills (DOPS)	Supervisor Forms	ⓘ +Create ▦Ticket ⓘ
🗋 Exam	Ticket Requests	ⓘ +Create ▦Ticket ⓘ
🗋 Extended Supervised Learning Event (ESLE) ⓘ		ⓘ +Create ▦Ticket ⓘ
🗋 Health declaration		ⓘ +Create ▦Ticket ⓘ
🗋 Initial Meeting with Supervisor		ⓘ +Create ▦Ticket ⓘ
🗋 Interesting Case		ⓘ +Create ▦Ticket ⓘ

Additional Achievements

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

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.


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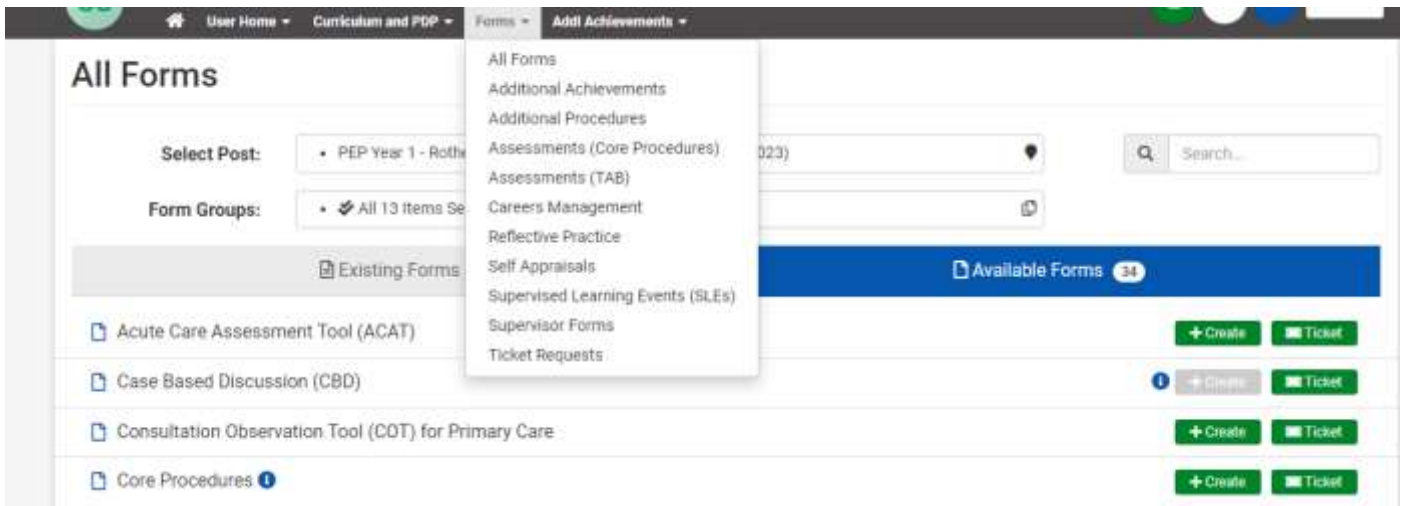
The assessor will receive an email and once opened, select the green Complete Request option.

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)
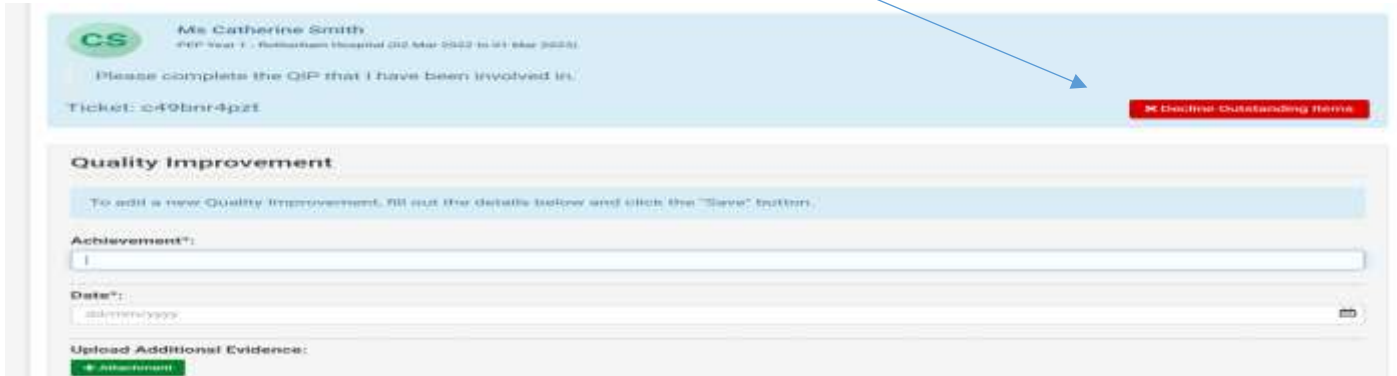

The assessor should then save the form after adding their signature, the form will then be in the trainees portfolio
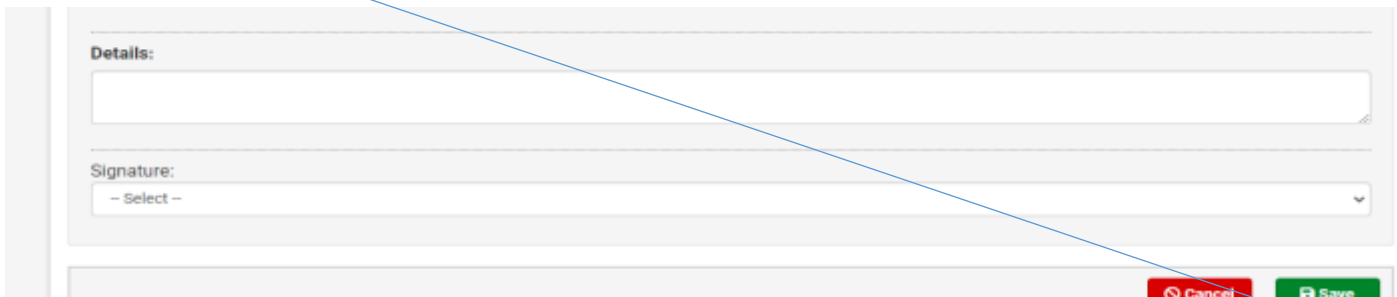
If the assessor is having issues completing the form from the email, ask them to try copying this link https://www.nhseportfolios.org/Anon/Login/Login.aspx into Google Chrome and to log in using the 10-digit code

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.
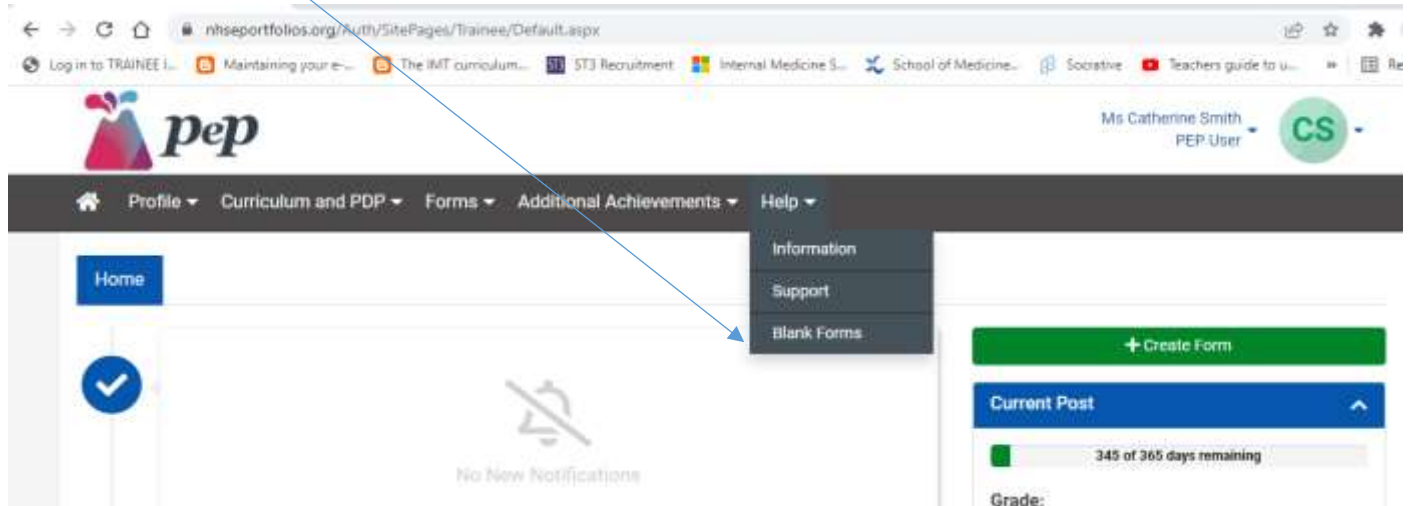

There is an extensive list in this section of forms which you may find useful when collating your evidence for your portfolio.


Acute Care Assessment Tool (ACAT)	Download
Case Based Discussion (CBD)	Download
Consultation Observation Tool (COT) for Primary Care	Download
Core Procedures	Download
Courses & Seminars Attended	Download
Developing the Clinical Teacher (DCT)	Download
Direct Observation of Procedural Skills (DOPS)	Download
Exam	Download
Extended Supervised Learning Event (ESLE)	Download
Health declaration	Download
Initial Meeting with Supervisor	Download
Interesting Case	Download
Mid-placement review	Download
Mini-clinical evaluation exercise for learning (mini-CEX)	Download
Non Academic Achievement	Download

PDP	Download
Presentation	Download
Probity declaration	Download
Procedure	Download
Publications	Download
Quality Improvement	Download
Reflection	Download
Reflection - Generic	Download
Reflection on Procedure	Download
Reflective Summary Sheet on Careers	Download
Research	Download
Self Assessment	Download

Self TAB	Download
Supervisors End of Placement Report	Download
Taster	Download
Teaching	Download
Team Assessment Behaviour (TAB)	Download

Personal Library – You will find the Personal Library under additional Achievements
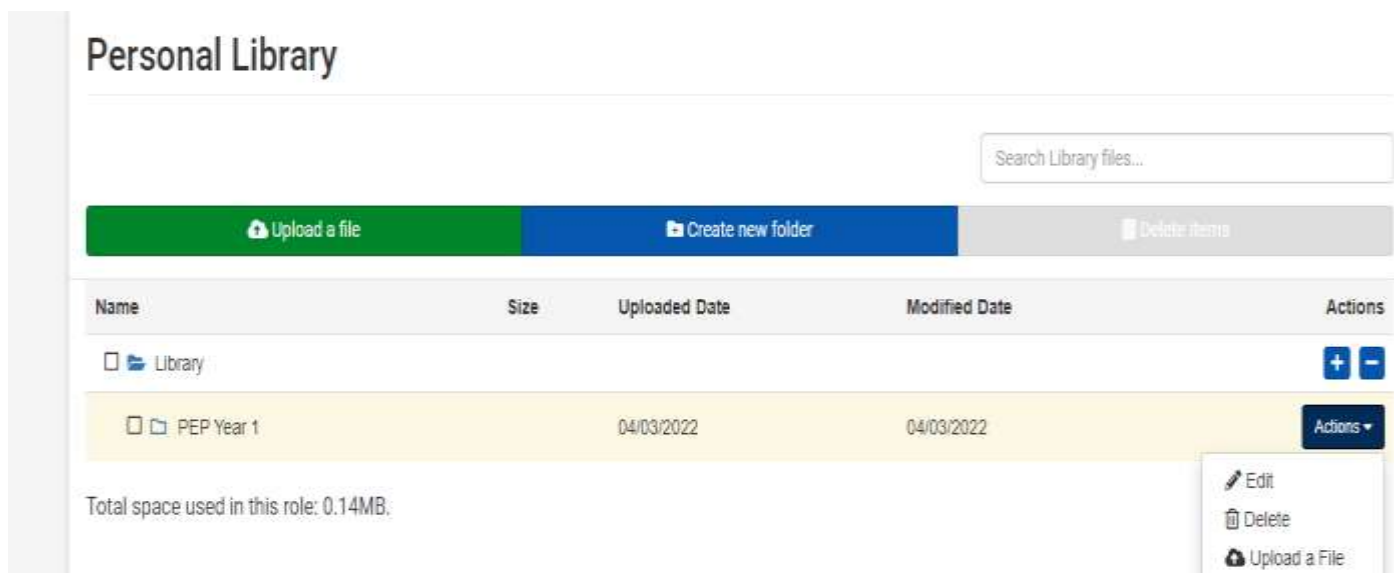
How to create a Folder – select Create new folder
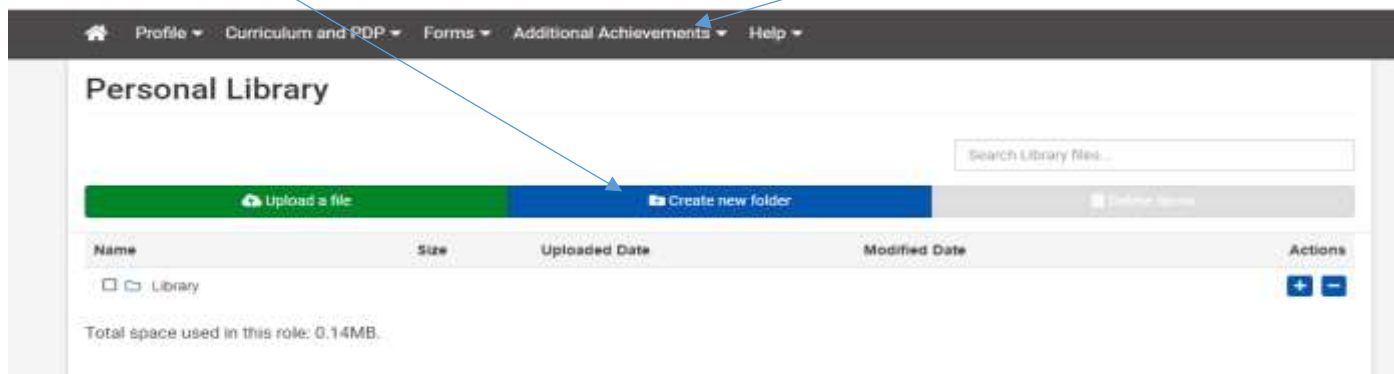
Give your Folder a Name and save
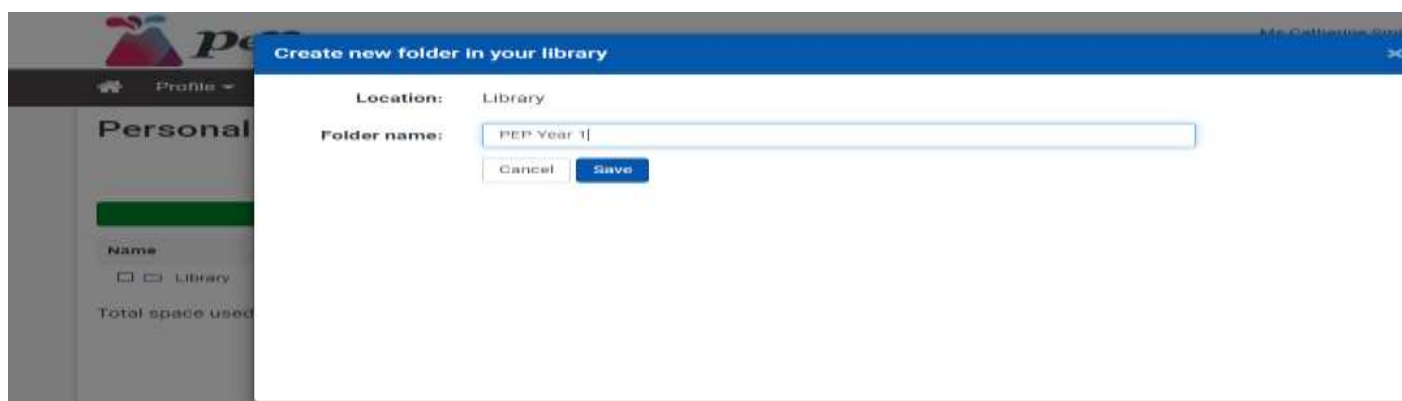
To add saved documents, select Actions and upload file

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	🗑 Delete Items

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.

Q View File
📄 View Details
✏ Edit
🗑 Delete
🔗 Links

Links ✕

Add Links	Existing Links ⓪

Link to: – Select – ⌄

– Select –
Form
Curriculum Item

Personal

Name			Actions
☐ 📁 Library			➕ ➖
☐ 📁 PEP Y			Actions ▾
☐ 📄 PE			Actions ▾

Total space used

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
Post / Supervisor Details
Declarations and Agreements
Outstanding Tickets   5 days ago   ✕
My Filled Forms   feedback
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

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.

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.

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.