

ePortfolio, Learning Outcomes and ARCP Guidance

Overview

This guide is intended for use alongside and following the e-Portfolio training. It provides an overview and details about how to use ePortfolio to sign off learning outcomes and to submit the necessary paperwork for ARCP.

This information, along with input from your ES, should be your main guide for maintaining your e-portfolio throughout the year and, in tandem with guidance provided annually by the TPD (Sara Godward) (see section 9), preparing for ARCP.

This guide has been written by a Public Health Registrar for use by other Registrars. It outlines the general points informally but this document is not intended to replace the information on the FPH website or the perspective of your ES. There is information on how to use the ePortfolio on the Faculty of Public Health's (FPH) website here:

- ePortfolio user manual: [here](#)
- Two videos demonstrating how to use the ePortfolio:
 - [Here](#)
 - And [here](#)
- There are document templates for most relevant forms at the bottom of [this](#) webpage:

ARCP Process

ARCP stands for annual review of competence progression and is a formal and structured process which ensures registrars satisfactory progress through training. It happens in April every year. There is also an ARCP in November for anyone who is out of sync with the programme, possibly because of being less than full time, having had time out or who needs further monitoring.

In summary, ideally, in order to submit everything for ARCP we have to:

1. Get access to ePortfolio
2. Create an ARCP on ePortfolio
3. Create an Activity Summary Sheet (ASS, or multiple) in ePortfolio
4. Assign the learning outcomes to the ASS
5. Upload and link evidence to the ASS
6. Submit the activity to the Clinical Supervisor (CS) or project supervisor
7. Email the CS to ask them to approve the activity.
8. Once approved, and once have enough evidence to sign off a learning outcome either partially or fully, you can submit a learning outcome to your ES.
9. Complete on paper (i.e. in Word/pdf) and upload a range of documents including form R, a study leave record and an Educational Supervisors report.

In addition to the above, it's strongly recommend that you create ASSs in Word form, and get them signed off in this format before uploading the information to ePortfolio. More detail on this is available in section 3.

All of this needs to be done by the approximately mid-March each year in advance of the ARCP in early April.

Other guidance areas:

- 10. Key Area 9
- 11. Key Area 10
- 12. ARCP Outcome Form

Appendices:

- Appendix 1: External links
- Appendix 2: Explanation of acronyms

1. Access to ePortfolio

The FPH gives you access to ePortfolio after you have become a member (info about membership [here](#)).

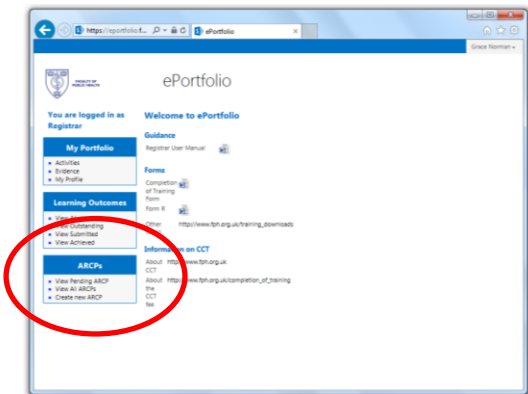
Make sure you put East of England as your training region and have the correct person assigned as your TPD. Without these the ARCP panel won't be able to find you or access your work.

Once you have your username and password, ePortfolio can be accessed [here](#).

2. Create an ARCP

In order for the ARCP panel to see all of the activities and evidence you upload, you need to create an ARCP.

Once you have logged in, go to 'Create new ARCP' and follow the instructions to create a new ARCP:



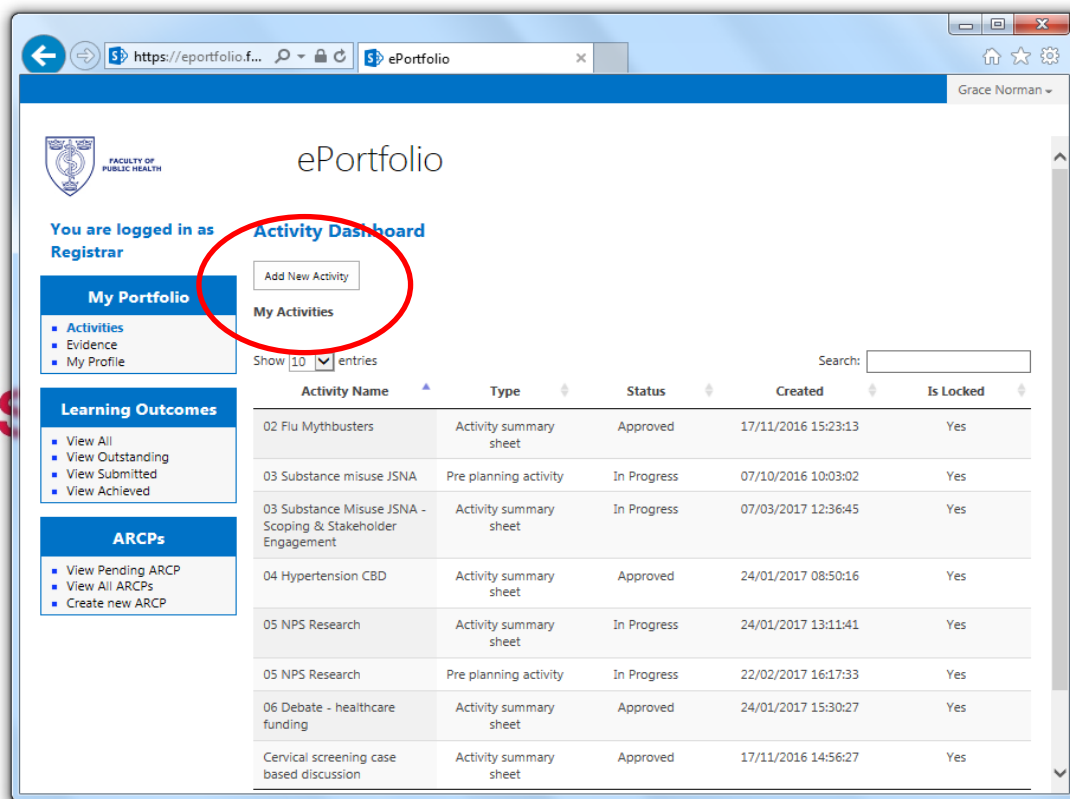
It asks for the date of the ARCP. If you don't know the date put the 30th April for the year; you'll need to move it forward later once the deadline dates are circulated. The ARCP locks when the date goes past so always set it for later than ARCP, rather than earlier.

3. Create an Activity Summary Sheet (ASS, or multiple) in ePortfolio

It is **strongly recommended** that you create all activity summary sheets and pre-activity summary sheets in Word before using ePortfolio, but it is not a step which is officially necessary. This protects against future technical issues, and it means you can get them signed off before putting them on ePortfolio (more detail in section 7).

Assuming you do have a Word copy of your ASS, the information in the paper form needs to be copied and pasted into the ePortfolio ASS. For the official record, your CS (usually, or your educational or academic supervisor) must sign off the electronic ePortfolio version.

You do this in the Activities section of ePortfolio:

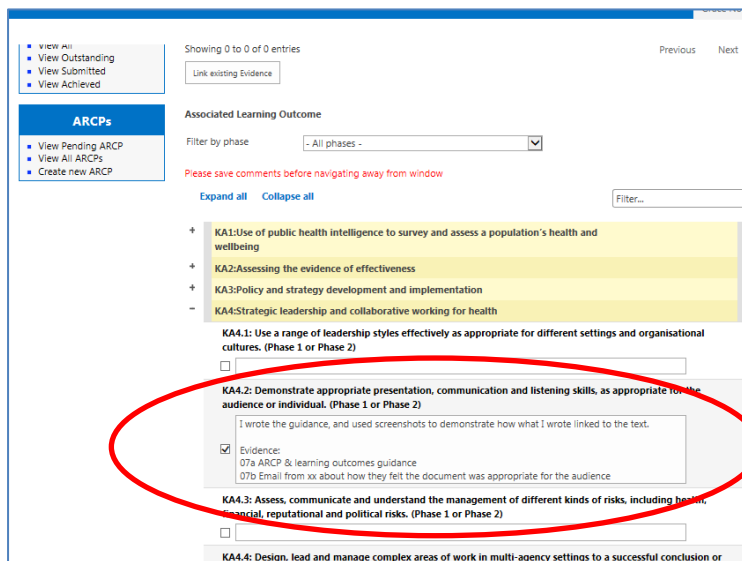


You need to create (add) an Activity Summary Sheet (ASS) for each piece of work (or group of work) you've done. You can also add a Pre-Activity Summary Sheet for some of the background & context to the work. Small pieces of work (e.g. single CBD) probably don't need a pre-ASS but they are particularly helpful for bigger pieces of work so you can show what you are working towards and get agreement from your CS that the work will meet the learning outcomes you've identified. It also ensures that the background and your contribution specifically are recorded on the system.

Tip: Use a consistent numbering system to keep track of ASSs and the evidence they are linked to. See screenshot above and more detail in section 5.

4. Link the learning outcomes to the ASS

Once you have written the ASS, you need to link the learning outcomes that the piece of work contributes to. You do this by clicking on the box next to the appropriate learning outcome and then writing a short sentence or two about how the work contributes to this learning outcome:



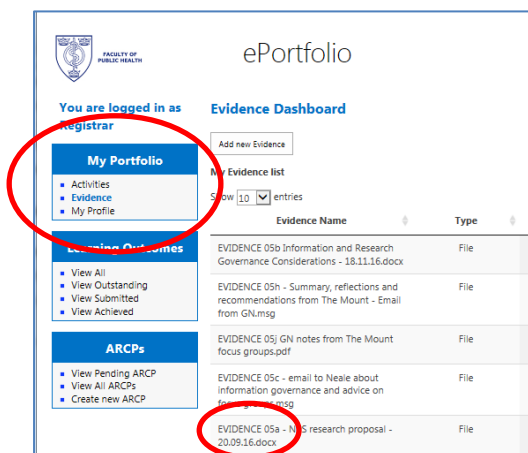
It's likely that you'll be attaching multiple learning outcomes to a piece of work. Make sure you remember to save this at the bottom of the page before leaving the page.

It is helpful for the supervisors if you put in this box which pieces of evidence support which learning outcome. See the comment written in the screenshot above.

5. Upload and link evidence to the ASS

Once the ASS is written, you need to attach evidence to it so that you can show what you have done and how this contributes to the learning outcomes that you are claiming for. Hopefully you'll have referred to them in the LO (as above).

To do this you first have to upload the evidence to the ePortfolio, in the Evidence section:



Click 'add new evidence' and then upload the document.

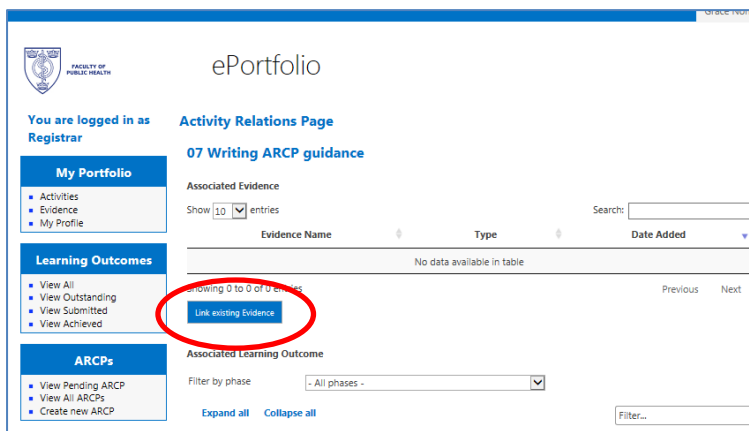
It helps if you use a number/letter system for the names of your documents, so that they are easy to find. E.g. If my ASS is '07 ARCP Guidance' then I'd call my evidence, 'EVIDENCE 07a ARCP guidance', 'EVIDENCE 07b Email about utility of guidance' etc.

This is a list of examples of documents that may count as evidence, but is not exhaustive:

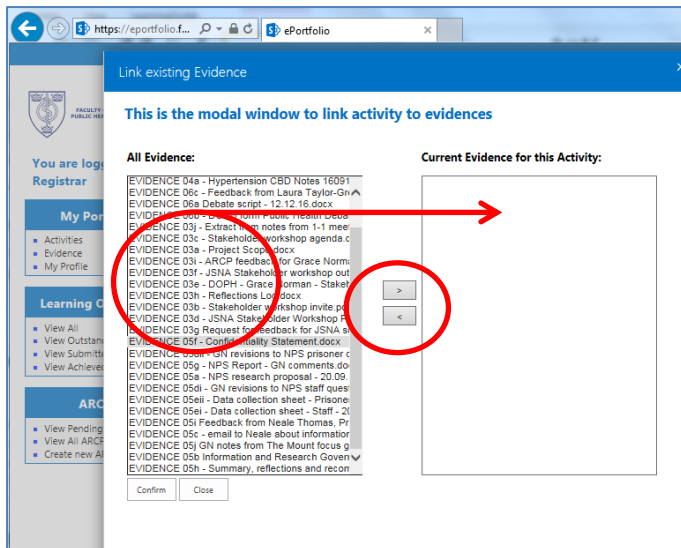
- Agenda / minutes / notes taken in meetings
- Directly observed practices (DOP)
- Case based discussions – notes & supervisors reflections (CBD, there is a template for this [here](#))
- Written reports (e.g. needs assessment chapter)
- Emails that demonstrate that you did/said something etc.
- MPhil work – essays etc.
- Part A/B results letter

Tip: Everything we put on ePortfolio should be considered to be in the public domain, can be released under the Freedom of Information Act and can be (and has been) be used in a court of law and GMC fitness to practice proceedings. Be prudent. If there is reason not to include the details then you can redact it. To do this, take a screenshot (press 'prtscr' on your keyboard, top right), paste into word, put black text boxes over names etc and then create a pdf of the document.

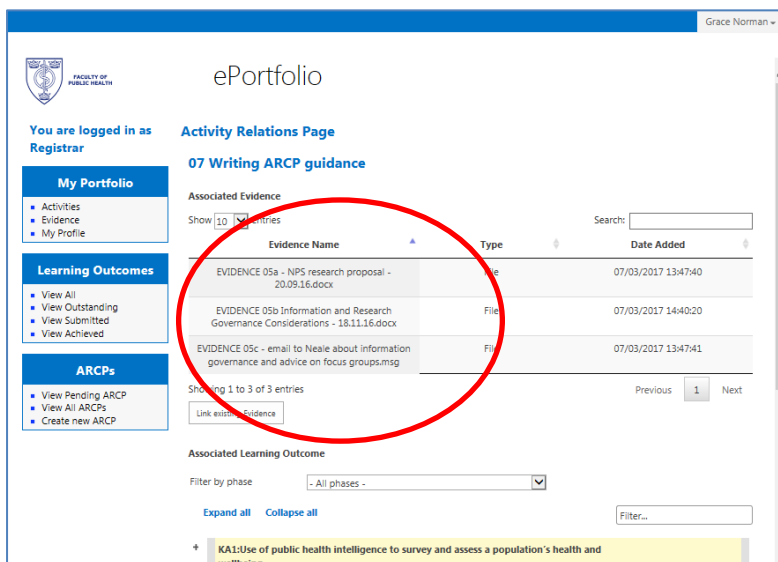
Once you've uploaded the evidence to ePortfolio, you then need to link the evidence to the appropriate ASS, which you do from inside the ASS. Click 'link existing evidence':



Then find the pieces of evidence. Move the evidence from the left to the panel using the arrows.



The evidence will then show up here, on the activity page, as associated with the ASS:



6. Submit the activity to the Clinical Supervisor (CS)

Once you've done all of the previous steps, you can then submit the activity to your CS (or similar – the person named as the activity supervisor from within the Activities section). If you are doing a piece of work for someone that is not a Public Health Consultant or is not on ePortfolio, your CS is responsible for sign off. When you click submit, it will submit to the person you set up as the activity supervisor when you created the ASS.

The screenshot shows the Registrar's ePortfolio interface. On the left, there are three main sections: 'My Portfolio' (with sub-links for Activities, Evidence, and My Profile), 'Learning Outcomes' (with sub-links for View All, View Outstanding, View Submitted, and View Achieved), and 'ARCPs' (with sub-links for View Pending ARCP, View All ARCPs, and Create new ARCP). The main area is titled 'My Activities' and contains a table of activities. The table has columns for Activity Name, Type, Status, Created, and Is Locked. The activity '07 Writing ARCP guidance' is highlighted in yellow, and its 'Submit Item' button is circled in red. Below the table, it says 'Showing 1 to 9 of 9 entries' and 'Previous 1 Next'.

Activity Name	Type	Status	Created	Is Locked
02 Flu Mythbusters	Activity summary sheet	Approved	17/11/2016 15:23:13	Yes
03 Substance misuse JSNA	Pre planning activity	In Progress	07/10/2016 10:03:02	Yes
03 Substance Misuse JSNA - Scoping & Stakeholder Engagement	Activity summary sheet	In Progress	07/03/2017 12:36:45	Yes
04 Hypertension CBD	Activity summary sheet	Approved	24/01/2017 08:50:16	Yes
05 NPS Research	Activity summary sheet	In Progress	24/01/2017 13:11:41	Yes
05 NPS Research	Pre planning activity	In Progress	22/02/2017 16:17:33	Yes
06 Debate - healthcare funding	Activity summary sheet	Approved	24/01/2017 15:30:27	Yes
07 Writing ARCP guidance	Activity summary sheet	Open	08/03/2017 17:16:20	No
Cervical screening case based discussion	Activity summary sheet	Approved	17/11/2016 14:56:27	Yes

7. Email the CS to approve the activity.

Once you've submitted, you need to email your CS or activity supervisor to tell them you've submitted something – ePortfolio does not do this automatically – and ask them to approve it. They should then use ePortfolio to look at what you've submitted, write any comments and either approve or reject it.

In theory, if activities are rejected they should re-open so that they can be amended by the registrar. This does not always happen and therefore it is strongly recommended you get your CS to sign off the ASS and evidence using paper/Word documents before uploading it all.

It's recommended that you get your CS's approval that the activity is ready for submission on paper first before adding it to ePortfolio. This is especially the case if it's a big piece of work and/or an early piece of work, so that you can discuss the details of your ASS with your CS or activity supervisor in case there are any discrepancies or discussions to be had.

Finally, anything which is on ePortfolio and sent to a specific supervisor can't be accessed by anyone else so do be careful only to submit to people who will sign it off. There have been problems in the past with people submitting work to supervisors who do not sign it off before they leave jobs or similar and then it can't be amended.

8. Once approved, and once have enough evidence to sign a learning outcome off, you submit a learning outcome to your ES.

Once you think you have enough evidence to sign off a learning outcome either partially or fully, you can submit a LO through ePortfolio to your ES, by clicking on "Submit LOSOS" next to that LO, who would then approve or reject it.

Normally, ESs expect us to discuss it with them first, to be sure you've got enough before putting it onto ePortfolio and so that you can have a discussion about why you think the evidence is sufficient etc.

Whether you only submit fully achieved learning outcomes or submit fully and partially achieved learning outcomes is down to negotiation between you and your ES. The reason you might submit partially achieved learning outcomes is because the 2015 LOs are quite big and involved and it's anticipated that we won't sign off very many LOs as fully achieved for a year or two. You may well go into your first ARCP with LOs signed off as partially met only; that's ok. Partial sign off should always note what is required for full sign off.

If you & your ES agree you have got partial achievement for a LO, you would usually discuss what else you need to do to get full achievement.

9. Complete and upload a range of documents

There are a range of other documents which need to be submitted to ARCP. Full details will be circulated each year by the TPD but this is a copy of the instructions, as an example, from 2017.



ARCP instructions for registrars April 2017.

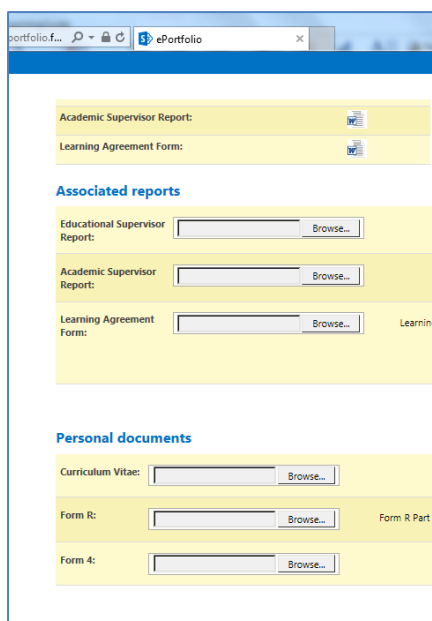
You need to upload completed versions of the following forms into the ARCP section of ePortfolio:

- Educational Supervisors report
- Academic Supervisor report (for those doing the Cambridge MPhil, academic trainees or those doing courses)
- Learning agreement
- Form R Part B
- Training record form
- Study leave record
- On call log (which does not apply until you have started doing on calls)

Copies of these forms are at the bottom of [this webpage](#).

Form 4 does not apply to us or is no longer in use – ignore that section on the ePortfolio.

Put the training record form & study leave record into the CV section of ePortfolio. We need to save these documents using the naming convention as outlined in the TPD guidance.



This section of ePortfolio will close 2 weeks before the ARCP date, so you need to have uploaded these documents by then. The panel can only consider things uploaded up to 2 weeks before the ARCP date.

Educational Supervisors Report: This is possibly the most important part of the ARCP process. The Educational Supervisors have to write a report about us to tell the panel whether we are on track or not.

The process for creation of the ES report is that your ES should contact your CS to get input from them. Your CS may contact other people you've been working with to get input from them also. The CS writes a report, and sends that to your ES. Your ES then writes a report, and should send that to you. Your ES may send it to you for comment first, or may just send it to you to upload. We are responsible for uploading the ES report to ePortfolio.

An ES may use a timetable such as this:

2017 date	Action	Recommended deadline before ARCP date
15-Feb	CS to approach colleagues for feedback. Create CS report.	7 weeks prior
01-Mar	Submission of CS report to ES	5 weeks
15-Mar	ES report submission to StR	3 weeks
22-Mar	ES report submission uploaded onto ePortfolio by StR	2 weeks
05-Apr	Date of ARCP	-

Learning Agreement: Your ES and TPD should sign off your learning agreement each year. Upload this into the appropriate space.

Form R Part B: Complete the required Form R Part B, upload it **and** submit to the HEE administrator if requested.

Training record form: Brief but necessary

Study leave form: This can be quite brief – a line/paragraph about each study leave block (e.g. induction, Part A, MPhil, PHREE etc) is generally sufficient.

10. Key Area 9

Mainly, key area (KA) 9 is evidenced by reflective notes over the course of ST1-3. In ST4, we need to do a 360° review, and after that we can sign KA9 off. For your first ARCP, you should write a reflective note for (approx.) 3 KA9 learning outcomes. Easier ones to write reflective notes for now probably are: 9.3, 9.4 and 9.7.

In order to submit the reflective notes for this ARCP, create an ASS called 'KA9 Evidence' which links to the appropriate KA9 LOs and attach the reflective note as evidence.

Two of the KA9 (9.6 & 9.11) competencies require an 'annual statement' or 'annual declaration' – these are covered by Form R.

11. Key Area 10

There is nothing we need to do for this now in ST1-3. KA10 is signed off in ST4/5 and therefore not something you need to worry about for now.

12. ARCP Outcome Form

After ARCP, we will receive an ARCP Outcome Form by email from HEE. This is the report which shows whether we have been given an 'outcome 1', i.e. we are making satisfactory progress, or otherwise. Currently, ARCP is not automatically updated to show us our results – we only get this via email.

In addition, we need to send our ARCP outcome forms to the FPH and they will then manually change ePortfolio to reflect this. Details on who to send it to will be circulated when necessary.

Grace Norman
Speciality Registrar in Public Health
March 2017

Appendix 1: External links

FPH ePortfolio user manual: <http://www.fph.org.uk/uploads/FPH%20ePortfolio%20Registrar%20Manual-%20August%202015.pdf>

Videos demonstrating how to use the ePortfolio:

- <https://vimeo.com/125587890>
- <https://vimeo.com/127130506>

FPH Document templates: www.fph.org.uk/training_eportfolio

Membership of FPH website: <http://www.fph.org.uk/membership>

ePortfolio link: <https://eportfolio.fph.org.uk/SitePages/eportfolio.aspx>

Appendix 2: Explanation of acronyms

ARCP	Annual Review of Clinical Practice
ASS	Activity Summary Sheet
CBD	Case Based Discussion
CPH	Consultant in Public Health
CS	Clinical Supervisor
DOP	Directly Observed Practice
ES	Educational Supervisor
FPH	Faculty of Public Health
LO	Learning outcome
LOSOS	Learning outcome sign off sheet
PHREE	Public Health Registrars East of England
StR	Speciality Registrar
TPD	Training Programme Director