

A Guide to Eportfolio Storage Capacity for GP Trainees

With grateful thanks to the Ipswich GP Trainees for their help in writing this guide

The RCGP GP trainee eportfolio allows each trainee a total of 50MB storage capacity, with the individual maximal file size being 5MB. Once the total capacity is exceeded, the trainee is not able to upload any further documents and this can subsequently cause problems when trying to upload a Form R prior to an ARCP. We would like to suggest the following advice on storing documents

General principles

- Use word documents
- Avoid pictures, wherever possible
- Or complicated Powerpoints
- Please remember that attachments in your personal library are **not** visible to anybody else, so please remember to share log entries containing your BLS certificate, level 3 safeguarding evidence and Form Rs
- Consider adding links to the text of your log entry for large files that are stored elsewhere
- Consider zipping large files
- Avoid jpegs

Essential documents to attach

- Form R for every ARCP review period
- BLS certificate
- Evidence of level 3 safeguarding – reflections and preferably the certificate too
- Out of Hours (OOH) shift sheets – these should detail the cases you have seen, your main learning points and feedback from your supervisor. In the body of your log entry, you could reflect in more detail on at least one of the patients you saw, or your main learning. Please remember to add a running tally of the hours worked in the title of the log entry eg 32/108

Optional documents to attach

- Thank you letters
- A summary of your audit, either as a word document or a powerpoint, although bear in mind the size of that file and consider using a link to a larger file stored elsewhere or describing your audit in the body of the log entry

There is no need to attach

- Certificates other than those mentioned above – your reflections on your learning from these courses is more important

Please remember that any attachment with patient or colleague identifiable data needs to be suitably anonymised