Evidence reports and ePortfolio messaging

Communication on ePortfolio updates

All key ePortfolio changes are to be updated in advance via your **important messages and announcements section**. Please get in the habit of checking this area regularly so you do not miss anything vital. We are unable to send emails to all users as this is contravening the RCPCH bulk email policy and users may have opted out of receiving emails from such platforms. We will also email the Trainee Committee and Heads of School network to disseminate important information.
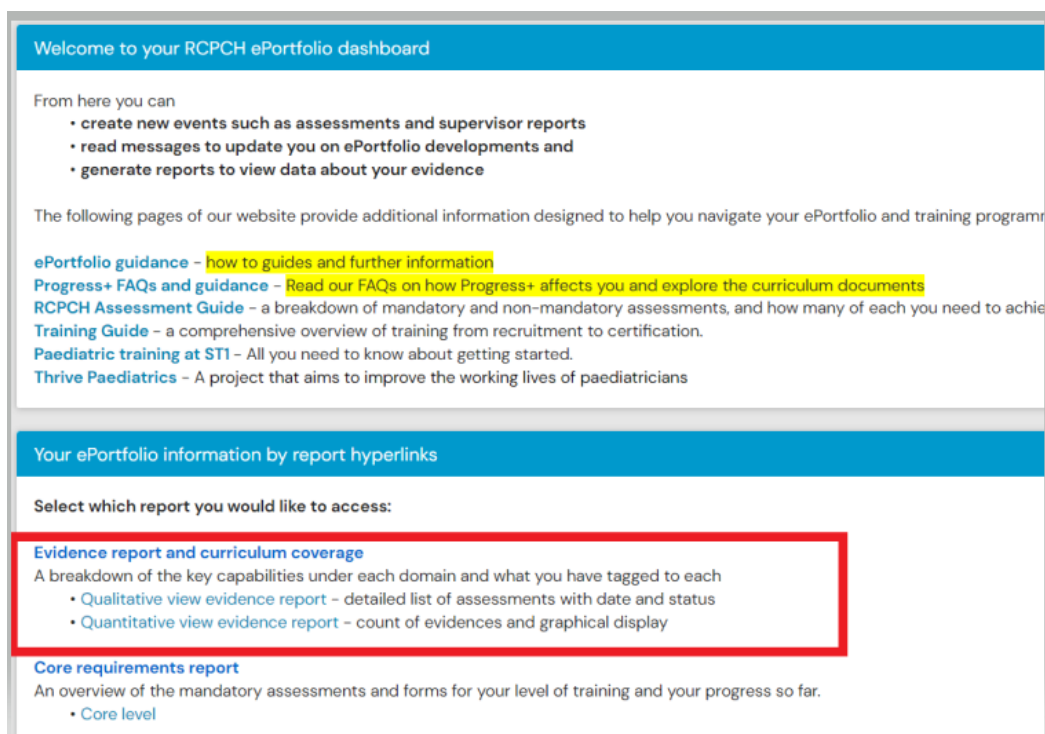
How to check your curriculum coverage

The ePortfolio team have recently undertaken a large amount of work to ensure your curriculum is accurately displaying. The reports on your ePortfolio have been updated and mapped and should now be displaying the correct information. To check your curriculum coverage, please **only check via the quantitative and qualitative report hyperlinks on your dashboard (the area you land on when you log in to ePortfolio)**. This is now the 'one source of truth' for your curriculum and is what is visible to your ES and ARCP panel. Please do NOT view through the curricula objectives and SPIN route and also avoid using the reports menu at the top of the page – these views are not an accurate reflection of your ePortfolio and are not what an ARCP panel will be able to see.

In preparation for ARCP, if information appears to be missing from these reports please ensure your educational supervisor is aware of the issue. It is important to comment on this in your Educational Supervisor Report for ARCP – this is your way of communicating with your ARCP panel.

There is more information on the Progress+ trainee and trainer views below.

Trainee view

➔ Select the qualitative or quantitative view

➔ Change the date range as needed

The qualitative and quantitative reports are separate at the moment, and both have date ranges so that accurate data is pulled across. The **Progress+ Supervision report (all options) form** has recently been updated as well to incorporate the latest version of all the qualitative reports. If you have created a supervision report in recent weeks it may not contain all of the updates, but your supervisor will also be able to access your live ePortfolio to view all of your work. Following this, the CSAC progression forms will be updated.

Please note that we have kept the date range function in both the qualitative and quantitative curriculum coverage report, as without this, the reports will take a long time to load. This also gives user flexibility to adjust reports to pull through evidence for variable time periods. The reports are automatically set to a duration of 1 year, so the **start and end dates will need to be manually adjusted** to pull through data 'outside' of this range.

If you have any questions please contact the ePortfolio team on training.services@rcpch.ac.uk

Trainer view

The trainee's dashboard view when logged in as a supervisor, College Tutor, TPD or ARCP panel member has been updated to incorporate the updated version of the reports. We have tried to ensure as much consistency as possible amongst all user dashboards, however, please note that there will be certain differences due to nature of user role and system build restrictions.

When a trainer user accesses the trainee portfolio, they will see the dashboard as per fig below:

When you click onto either of the reports – it will open up the report in a new tab. The supervisor, College Tutor, TPD or ARCP panel member will then need to adjust the date range and the trainee name (when adjusting trainee name, remove current user and type in trainee name. The name should

pop up as option. Click on the name and click the cursor outside of the box). Click the green button 'GENERATE'.

Updates coming soon

The bulk tag transfer project for restoring links (not tags) made to the previous curriculum is still in progress. We are testing a trainee cohort. Once this is successful, we will run this for all trainees.

Other key changes coming soon:

- Removal of documents library. This is a feature change from RISR rather than RCPCH and means that you will no longer be able to create ARCP folders. There will be an option to upload documents to all assessments, logs, and meeting forms, and the ARCP preparation form (available to you from your forms menu) can be used in place of creating folders for ARCP. Please check your ePortfolio for further information. Detailed message in the announcements section on ePortfolio.
- All users of ePortfolio other than trainees to be moved over to Progress+ by the beginning of August 2024. We are working behind the scenes to ensure this causes as little disruption as possible.