ARCP Panel Members – accessing trainee assessments and log entries

1. Accessing the “Search” page
   - Once you have logged into your ePortfolio account, click the horizontal bars in the top-right of the page to access the menu:

   ![Dashboard menu]

   - Select “Search”

2. Locating the required trainee – use one of the methods outlined below

   **Method 1 - “Search by trainee” search field**
   - Type the trainee’s surname or GMC number into the box, and they will appear for selection

   ![Search by trainee example](example)

   - Select the trainee’s name, then click “Search”
• All items for the selected trainee will then appear and can be filtered as outlined in 3.

Filtering a trainee’s work

Method 2 – “Trainee” filter
• Under “Filters”, click “Trainee”

![Trainee filter example]

• This will drop down to display all trainees from your active ARCP panels, along with any other trainee with whom you are associated, e.g. as their assigned Educational Supervisor, College Tutor, etc. – **N.B.** only trainees who have completed WPBAs and/or log entries will appear in this list

• Select the relevant trainee(s)
• All items for the selected trainee(s) will then appear and can be filtered as outlined in 3.

Filtering a trainee’s work

3. Filtering a trainee’s work

Assessments

• Under “Filters”, click “Assessment type”

![Assessment type filter example]

• This will drop down to display each type of assessment, along with the number of each completed by your selected trainee(s)
• Select one or more assessment type from this list – the relevant items will then appear for your selected trainee(s), to the right of the “Filters” bar

• It is then possible to apply additional filters to narrow-down the assessments that display, e.g. by training grade

• The relevant Assessments will appear to the right of the “Filters” bar in chronological order, most recent first
• All necessary details for the assessment should be displayed, but it possible for you to view the full assessment by clicking “Read more” under the relevant entry
ToI for Test ToI
Team Observation Form (ToI)

Trainee
Trainee SL 3 - Croydon University Hospital

Date
30 Jan 2020

Assessor
Dr ES SL 3 - Croydon University Hospital

Assessor's role
Consultant

Request status
Complete

Log entries

- Under “Filters”, click “Log entry”

Linked to Key Skill

- This will drop down to display each type of log entry, along with the number of each completed by your selected trainee(s)

Log entry

- Select one or more log entry type from this list – the relevant items will then appear for your selected trainee(s), to the right of the “Filters” bar
It is then possible to apply additional filters to narrow-down the log entries that display, e.g. by training grade.

The relevant log entries will appear to the right of the “Filters” bar in chronological order, most recent first.

All necessary details for the log entry should be displayed, but it is possible for you to view the full entry by clicking “Read more.”