

## RCGP: E- portfolio- Handy Tips

### Home Page

- Check the name of your Educational and Clinical Supervisors appear on the Home page (if not contact Maureen Duckworth)
- Make sure your personal details are up- to- date: these can be updated via the RCGP website (link on the Personal Details page)
- Make sure declarations and agreements are signed/ countersigned (a note does appear on the screen when any new declarations/agreements require signing, usually at the beginning of a new year or post)

### Learning log and Evidence (Work-based assessment)

- Aim for 2-3 entries/ week: set aside time each week to spend on your e-portfolio
  - Leaving it to the last minute is stressful (and ARCP can see the date entries are actually added!)
- RCGP are keen on honest reflection with evidence of how experience has affected you as a person and how you have learned from this. Try to be reflective and honest and don't worry about people reading it. If you are really worried you can decide not to share the entry.
- Demonstrate a mixture of learning log types e.g. Clinical Encounter, Professional Conversation etc
- Each learning log entry allows you to link evidence to the Curriculum headings
- For one entry you can link a number of curriculum headings by pressing 'Ctrl' and selecting each
- Familiarise yourself with the 12 Competency areas and Curriculum Headings (~30), particularly look for opportunities demonstrating
  - Practising holistically
  - Primary care admin and IMT
  - Maintaining ethical approach
  - Fitness to practiceas these tend to be the hardest to get entries for
- Keep a list of e- portfolio entries that you feel demonstrate the 12 Competency areas: makes it easier for your Supervisor to link at your reviews- see example template provided
- It is your Educational Supervisor who links your learning log entries to the various Competency areas, where he/she feels you've demonstrated them
- Aim to do one audit/project per year and at least one Significant Event Analysis
- Be pro active in undertaking Work-based assessment and be familiar with how many of each you need each year of your training
- Be pro active in arranging your Clinical Supervisor and Educational Supervisor meetings- at the beginning and end of each rotation plus a mid-point review with your clinical supervisor
- Make sure your e-portfolio is 'ARCP-ready' by May i.e. WBA uptodate, good number of learning log entries with reasonable curriculum coverage, CSR and ESR meetings arranged or undertaken as the panel review tends to occur June/ July time

## PDP

- RCGP are really keen on this as it shows your cycle of learning
- Update after meetings with educational and clinical supervisor
- Also add to directly from learning log entries via send to PDP button
- Can upload evidence and comment as things achieved which is closing the learning cycle.

## Review Preparation

- An Educational Supervisor's Report (ESR) is required every 6 months from your Educational Supervisor
- Need to do the self- assessment part before meeting with your supervisor; this involves you self-rating yourself against the Competency areas ('Needs Further Development', 'Competent' etc) providing evidence from your log entries to back up statements-hence the Competency template becomes really handy!
- Do NOT underestimate how long this takes to do! Both the self- rating part and the time with your Educational Supervisor

## Meetings

- Initial stages of training ST1 /2:
  - clinical supervisor will be hospital based
  - educational supervisor will be GP/ GP Trainer
- When GP full time- last half of ST 2/ all ST 3
  - Clinical Supervisor often is your Educational Supervisor (as based at same practice)- thought **not** always case (may have 2 different GPs)
- At beginning of each rotation (6 months)
  - Meet with your Clinical supervisor (usually hospital consultant with whom working)- set learning objectives for placement- try and tie these in to the GP Curriculum Headings
  - Meet with Educational Supervisor: review learning objectives/ start +/- review and add to PDP and learning contract signed ( Educational Supervisor is overseeing your general training- GP specific)
- At end of rotation (6 months)
  - Meet with your Clinical Supervisor: review performance, Clinical Supervisor Report (CSR) completed
  - Meet with Educational Supervisor (once CSR completed) and complete Educational Supervisors Report
- Put all meetings as 'Professional Conversations' on learning log, this is in addition to the ESR and CSR forms that are formally attached to the e portfolio automatically on completion

## Progress to Certification

- General overview to achieving the CCT- as reach end of training period more of these will have been achieved
- AKT- can only apply in ST 2 year onwards: apply online via the RCGP website (link via your e-portfolio from the 'MRCGP Information' heading)

- OOH sessions: once in GP placement- 6 sessions per 6 months i.e. 1 per month, arranged via Gotodoc OOH services
- CPR/AED certification- only Educational/ Clinical Supervisor can indicate this is met
- ARCP review appears here

#### Useful Links/ Resources

My First MRCGP Book: Penny Moore and Simon Curtis

Condensed Curriculum Guide: for GP training and the new MRCGP

RCGP website: <http://www.rcgp.org.uk/default.aspx>

Web-based self assessment exercise with AKT-similar practice questions mapped across the RCGP Curriculum (useful for PDP): <http://new.npep.org.uk/>

AIT journal website- can access back copies: <http://rcgp-innovait.oxfordjournals.org/>

Bradford VTS website; excellent resource for learning: <http://www.bradfordvts.co.uk/>

North Western Deanery site – mainly links back to RCGP, but some extra stuff:  
<https://www.nwpgmd.nhs.uk/e-portfolio>