ePortfolio

Introduction

The FOM ePortfolio enables trainees to record the official documentary evidence required by Annual Review of Competency Progression (ARCP)panels to make a positive recommendation for progression in Higher Specialty Training.

ePortfolio can enable individual trainees to track their progress towards completion of training and appointment as a consultant. It should also be used by educational supervisors to assess the achievements and learning needs of each trainee, aiding in the identification of key educational objectives.

Training and CPD Record – 2017 Curriculum

A detailed description of the types and levels of evidence required at each stage of a trainee's 'Training and CPD Record' is provided within Section 4 of the FOM 2017 Curriculum [Training Handbook](#), which should be read in conjunction with this document. The same level of evidence is required when using [ePortfolio](#).

To ensure that ARCP panels can access the electronic evidence stored within ePortfolio with relative ease, there are some FOM recommended ways to store learning activities. It is anticipated that the Training Handbook will be updated as required.

Trainees following the 2017 Curriculum should refer to the following table showing ARCP requirements:

https://www.fom.ac.uk/wp-content/uploads/ARCP-Requirements-final-June-2021.pdf

Training and CPD Record – 2022 Curriculum

A detailed description of the types and levels of evidence required at each stage of a trainee's 'Training and CPD Record' is provided within Section 4 of the FOM 2022 Curriculum Training Handbook, which should be read in conjunction with this document. The same level of evidence is required when using ePortfolio.

To ensure that ARCP panels can access the electronic evidence stored within ePortfolio with relative ease, there are some FOM recommended ways to store learning activities. It is anticipated that the Training Handbook will be updated as required.

Trainees following the 2022 Curriculum should refer to all the guidance documents provided on the FOM website.

ePortfolio Functionality

All trainees are able to use the additional functionality of ePortfolio to personalise certain aspects of their portfolio, through use of 'tags', to demonstrate the breadth and depth of their personal achievements and capabilities.

ePortfolio Help and Support

ePortfolio has a number of user support options. The platform is linked to a bespoke support centre (Knowledge Base), which contains a number of helpful articles written for trainees, supervisors and assessors. Users can email support@fomportfolio.zendesk.com with technical enquiries or contact the help desk directly on 0800 987 1004, which is available Monday to Friday, 09:00 to 17:00.

Table 1 – Recommendations on converting the 'Training and CPD Record' to ePortfolio Activities

Training and CPD Record	Required Evidence	ePortfolio recommendation
Section A	Personal Information	**Profile** & **Portfolio (Overview)** – Enter personal details **Supervisors** – Permit access to portfolio for CS, ES, TPD (as required) **Examination results** – These should be uploaded in the Activities section
Section B	Curriculum Vitae	**Activities** - Upload CV in each training year **Folder** (e.g., ST3)
Section C	Learning objectives and core competencies	**Professional Development Plan** - Entries created for learning objectives **Activities** – Entries created for each learning event (e.g., workplace risk assessment, first aid assessment, health surveillance programme, environmental impact assessment, health promotion programme, clinical audit, teaching, management and clinical governance, dissertation), sorted by 'category' **Reflective Entry** – Form used to reflect on learning activities **Case Log** – Form used to document case of interest Other documents required for ARCP (e.g. GMC anonymous trainee survey) can also be uploaded as an activity.

Section D	Personal Training Information	**Reviews** – Request quarterly or ad hoc reviews & document outcomes
		Supervision Session - form used to record a summary of a conversation between a trainee & a supervisor along with any agreed further action
		Educational Supervisors Report (ESR) – form used to summarise a trainee's learning in a given training level for consideration at ARCP
		Form R (Parts A and B) - a self-declaration form completed by trainee doctors
		Progress to Certification – ARCP outcomes: ARCP entry can only be made by the ARCP panel
Section E	Workplace-based assessments	**Assessments** – Generate requests for Mini-CEX, CBD, DOPS, SAIL, MSF
Section F	Continuing Professional Development	**Activities** – Upload CPD summary (Form CPD 6)

Note: All Activities (including PDP entries and assessments) can be mapped to the curriculum.

Table 2 – Organising Trainee Activities: Categories

Training and CPD Record Description	ePortfolio Categories
Target Learning Activities	Workplace Assessment
	Evaluation of Health Surveillance Programme
	Assessment of First Aid Facilities
	Assessment of Environmental Impact
	Health Promotion Programme
	Clinical Audit

Main Learning Situations	Occupational Health Clinic
	Workplace Visit
	Case Management Meeting
	Specialist Meeting
	Clinical Attachment
	Course Attendance
	Educational Meeting
	Tutorial
	Evidence Based Practice
	Teaching & Supervision
	Management Activity

	Committee Work
	Policy Development
	Healthcare Governance