ROYAL PHARMACEUTICAL SOCIETY

# Post-registration Foundation Pharmacist Credentialing

# E-portfolio guide for Learners

Version 2.1
Last updated: 15/02/22

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**Update 17/1/22**

**The following sections have been added:**

- 3.4 Entering your programme details
- 5.2 Intermediate progress review
- 8.12 Multi-source feedback
- 8.13 Patient survey
- 12 Archiving records

## 1. Introduction

The E-portfolio is designed to support pharmacists record and compile learning and assessment evidence against the requirements of the Royal Pharmaceutical Society (RPS) post-registration foundation pharmacist curriculum.

Pharmacists who are developing evidence as part of a structured training programme should be supported by an educational supervisor who will have access to the individual's E-portfolio. Depending on how the independent prescribing part of your training programme is delivered, you may also require your designated prescribing practitioner to have access to your E-portfolio.

## 2. Using the E-portfolio

This technical user guide outlines the main functions of the E-portfolio for **learners**. Please note that the images provided in this guide have been captured from a desktop device; there may be a small difference in styling if you are using a tablet or mobile device.

This section contains general information on the technical functionality of the E-portfolio.

> **TIP:** For the best user experience, we advise that you use the E-portfolio on a desktop, as you may be entering a lot of text in certain sections and fields and a wider screen enables you to view all the necessary elements.

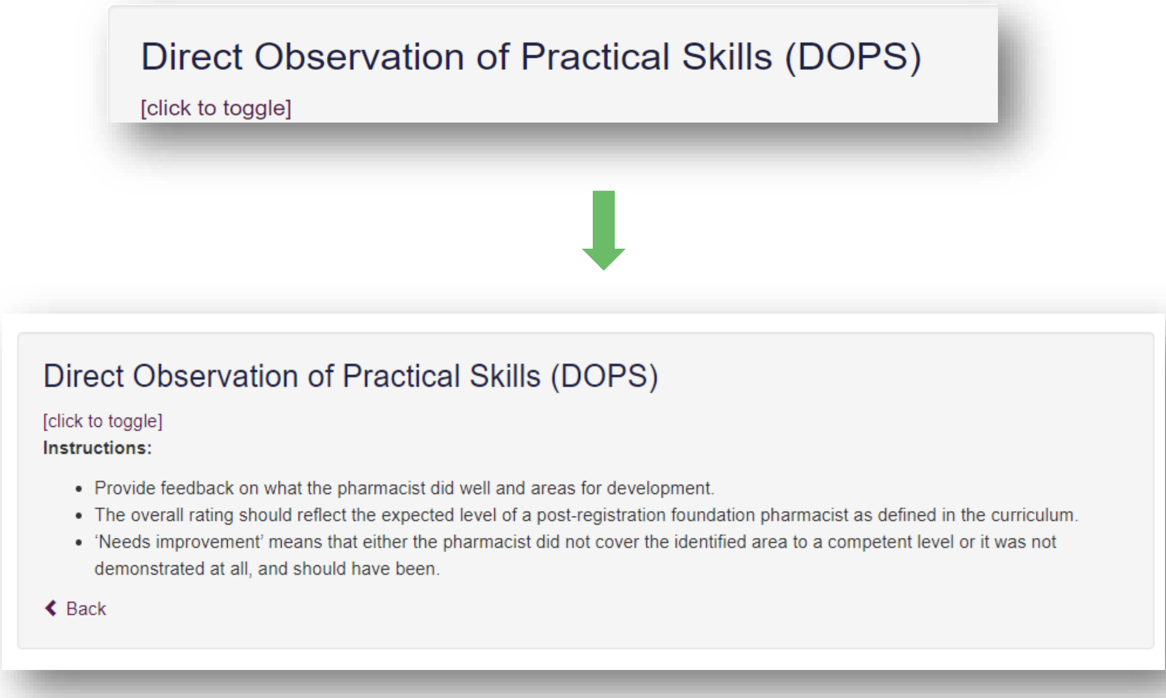
You should use this guide in conjunction with the RPS post-registration foundation curriculum resources and guidance.

### 2.1 Help and additional information

Throughout the E-portfolio, we have included additional help information to explain what you need to do.

Where there is additional help information, you will see **"click to toggle"** or a question mark symbol.

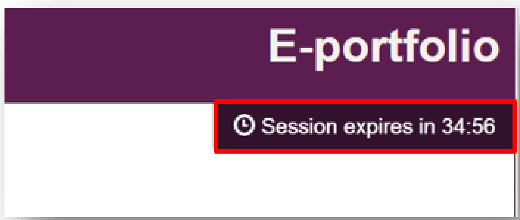
Select these to get more details on the section you are viewing, and you will see a hint or additional information about what you should include and take into consideration. An example of the **"click to toggle"** option is shown below.




## 2.2 Session Timer

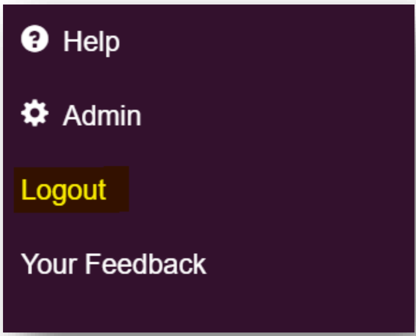
You will notice a timer in the top right-hand corner of the screen. This is a countdown of inactivity. If you are inactive for a period of 35 minutes, you will automatically be logged out of the E-portfolio. It is important you save your work regularly as there is no autosave function.

The timer resets to 35 minutes each time you interact with the portfolio, such as clicking a button, or completing a form. Please note that simply moving your cursor around on the page is not considered as an interaction.



## 2.3 Logging out

You can find the "**Logout**" button in the navigation menu on the left of your screen. You can logout at any point, but before you do so, make sure you save any necessary text and edits.



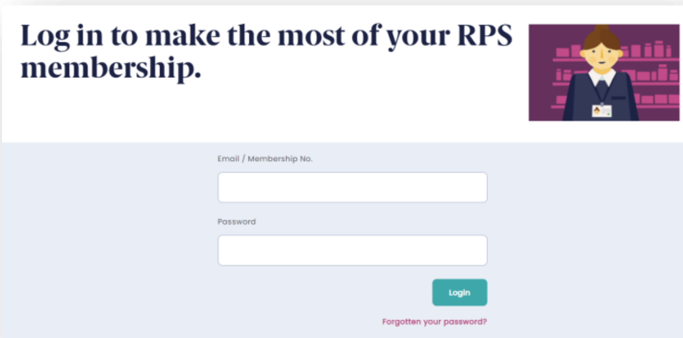

**TIP:** If you are using a shared device, remember to logout to avoid other users accessing your E-portfolio.

# 3. Getting started

## 3.1 E-portfolio registration

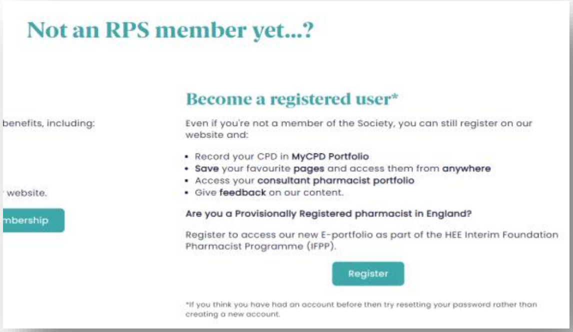
To start recording evidence to demonstrate your learning, you will first need to **register** for the E-portfolio. To access the E-portfolio click portfolio.rpharms.com or enter the link into your URL. You will then be redirected to the RPS website login page.

If you are a RPS member, enter your RPS membership login details and you'll be redirected to the E-portfolio homepage.

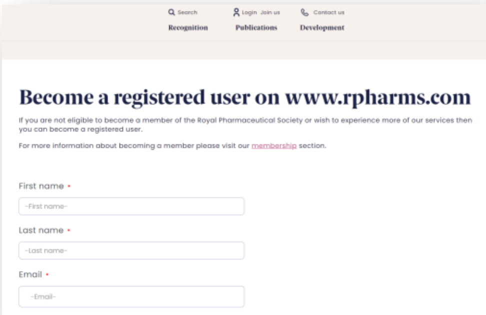


**NOTE:** If you are prompted to update your GPhC number and are unable to do this, please contact our E-portfolio support team (eportfolio@rpharms.com) with your name and GPhC registration number and we will do this for you. You will then be able to enter your RPS membership login details as above.

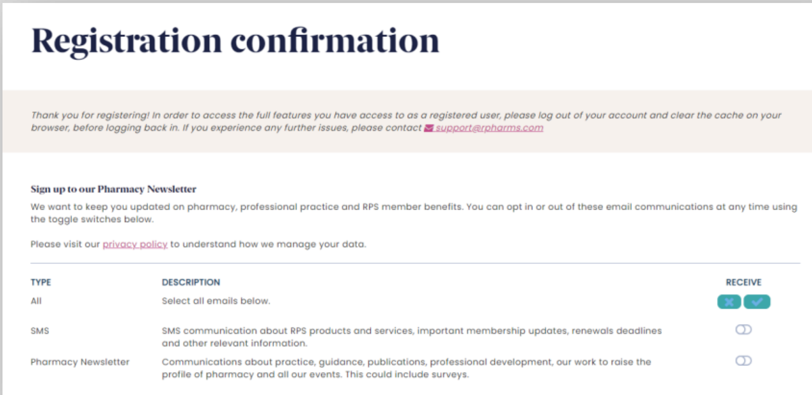
If you are not a RPS member, scroll down the page and click the 'register' button on the right-hand side at the bottom of the page.




You will then need to complete a short registration form. Please be aware that the Post-registration Foundation pathway is only available to registered pharmacists, and you must therefore provide your GPhC registration number when creating your registered user account. If you need to amend this at a later time, you can update these details in the "My Account" section of the website.



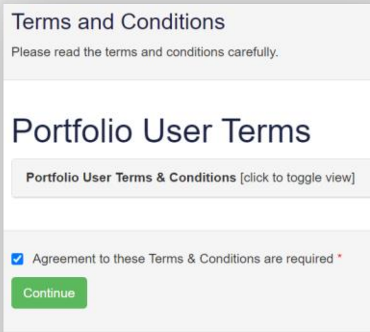

When all the fields are completed, accept the terms and conditions and then click "**Register**".




Once registered, login to the E-portfolio here.

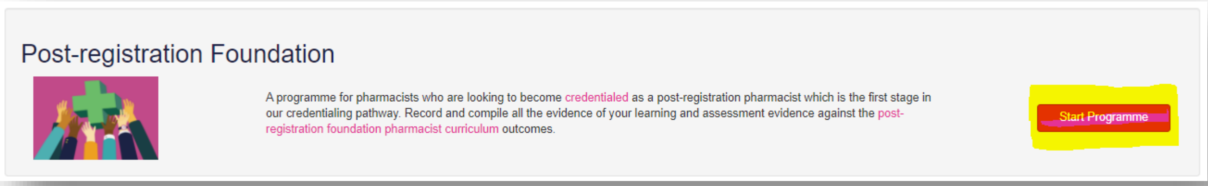
## 3.2 Selecting your programme

When you first access the E-portfolio you will need to agree to the Portfolio User Terms and Conditions.

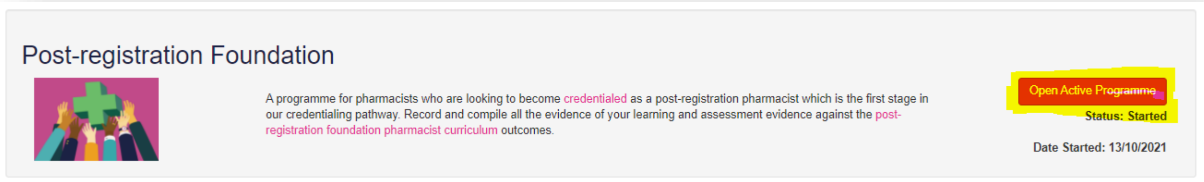



Select your programme from the navigation menu or by clicking **"programmes".**

You will see an option for **Post-registration Foundation**; select this and click on the "**Start Programme**" button.

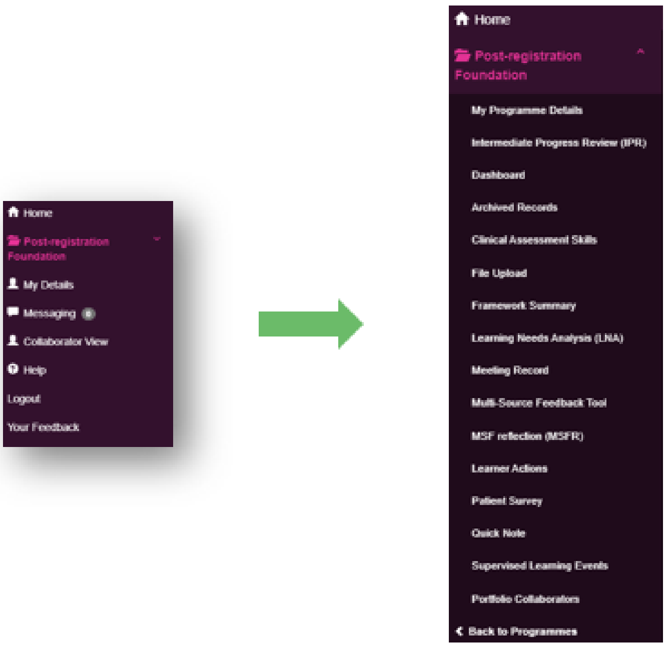



When you next login to the E-portfolio, you will be able to access your selected programme by clicking **"Open Active Programme".**



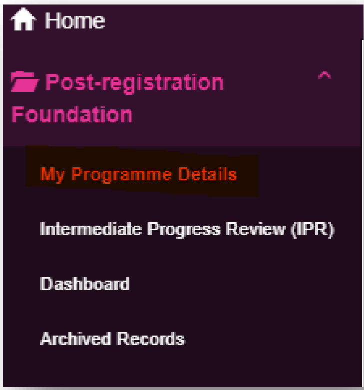

## 3.3 The navigation menu

When you open your post-registration foundation E-portfolio, if you select "**Post-registration Foundation**" on the navigation menu, it will expand, and selecting any of the items will take you to the item's summary page.



## 3.4 Entering your programme details

You must enter the details of your training programme so that your training provider is able to support you. Select “My Programme Details” from the navigation menu.

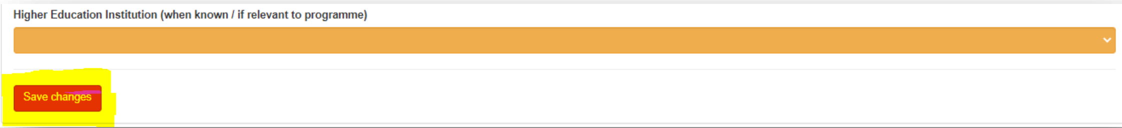



Make sure you select the country you are working in first as this will select the relevant drop-down menus for the remaining fields.

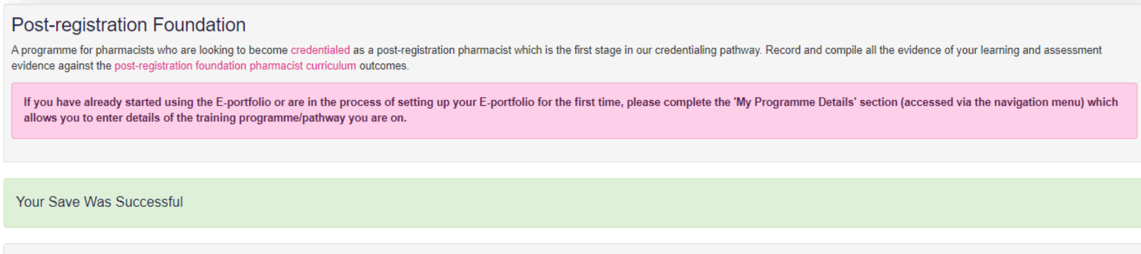

“Type of programme” refers to how prescribing is incorporated into your training and assessed. If you are doing a standalone independent prescribing course delivered and assessed by the university, this is called ‘Modular’. If the independent prescribing training is integrated throughout your training programme and will be assessed jointly by the RPS and your university, this is called ‘Integrated’. This field will be auto populated based on the information your training provider has given the RPS.

You do not need to complete the "Higher Education Institution" field unless this is relevant to your programme (it can be updated at a later). It refers to the Higher Education Institution providing your independent prescribing course (if relevant). All of the other fields must be completed.

When you have completed all of the fields, click "**Save changes**"



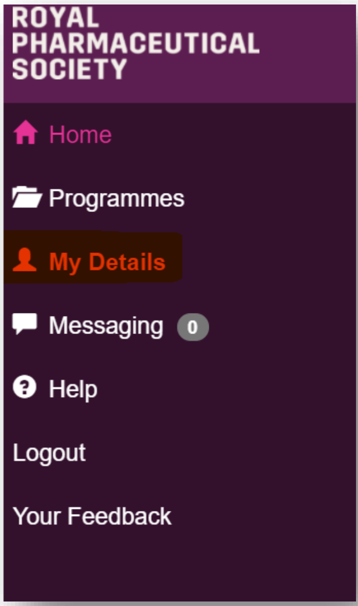

You will receive confirmation that the recorded has been updated.



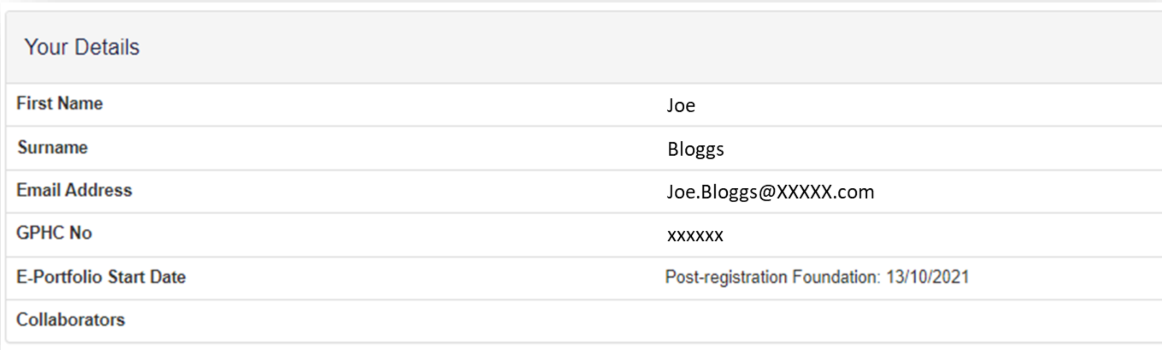

You can update your programme details at any point by returning to the "My Programme Details" page, editing your information and saving the changes.

## 3.5 Viewing your details

To access your details, select '"**My Details**" from the navigation menu.




A page with your details will appear.



Your Details

| | |
|---|---|
| First Name | Joe |
| Surname | Bloggs |
| Email Address | Joe.Bloggs@XXXXX.com |
| GPHC No | xxxxxx |
| E-Portfolio Start Date | Post-registration Foundation: 13/10/2021 |
| Collaborators | |

**Please ensure you check that your details are correct within the E-portfolio. Should there be any incorrect details, please contact eportfolio@rpharms.com**

## 3.6 Portfolio collaborators

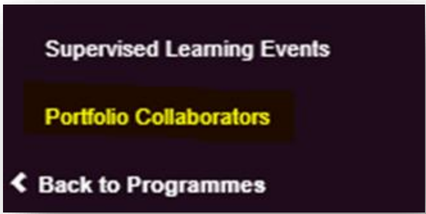
Some of the tools and records in the E-portfolio require input from other colleagues and within the E-portfolio these people are known as "**collaborators**". In order for them to be able to support your development, you will need to give them access to your E-portfolio. As a learner you have control over who gets to view the content of your E-portfolio. You can add / remove a portfolio collaborator at any point, but please note that once invited and accepted, a portfolio collaborator will be able to view all of the content in your E-portfolio. See the table in **Section 3.5.3** for further details of what the different types of collaborators have access to.

There are two different collaborator roles within the E-portfolio and depending on your training programme, one or more of these roles may need access to your E-portfolio.

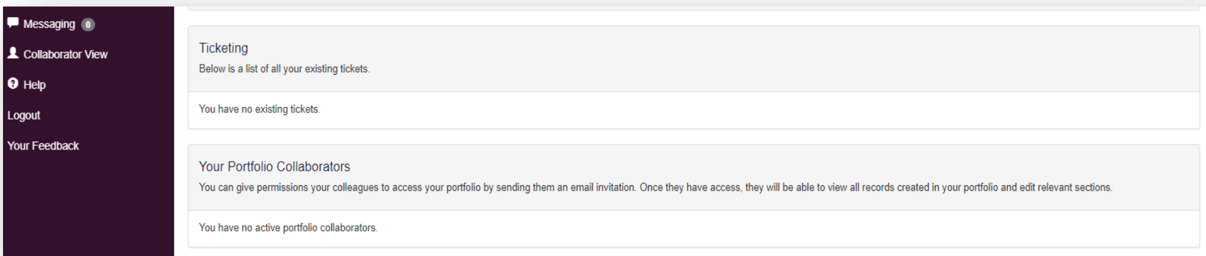
| | Portfolio collaborator | Ticketed collaborator |
|---|---|---|
| Who does this include? | Educational supervisors, designated prescribing practitioners and education leads | Practice supervisors and other members of the pharmacy and wider team |
| What can they access? | Educational supervisors and designated prescribing practitioners: full read/write access to your whole E-portfolio<br>Education leads: read-only access to whole E-portfolio | Only the form(s) or record(s) that you share with them |
| How do they access? | You invite them to set up an E-portfolio account that will be linked to your account | You send the form or record to them via a ticketed process |

### 3.6.1 Inviting a portfolio collaborator

To invite a portfolio collaborator to be linked to your portfolio select “**Portfolio Collaborators**” in the navigation menu.

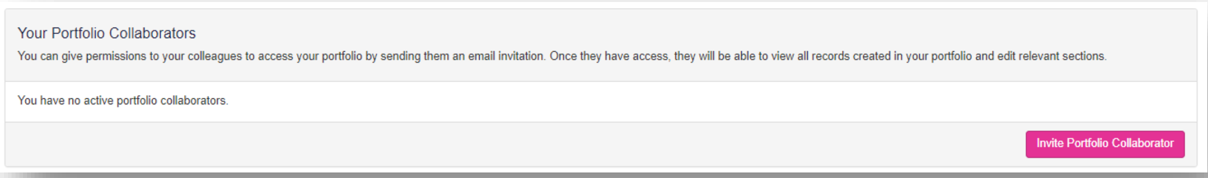



This will take you to a page which will display ticketing information (at the top of the page), and a list of currently invited portfolio collaborators (at the bottom of the page).

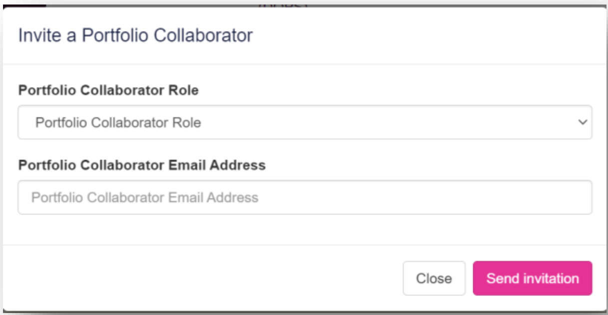



When you set up your E-portfolio, your portfolio collaborator(s) won’t be linked and you need to invite them.

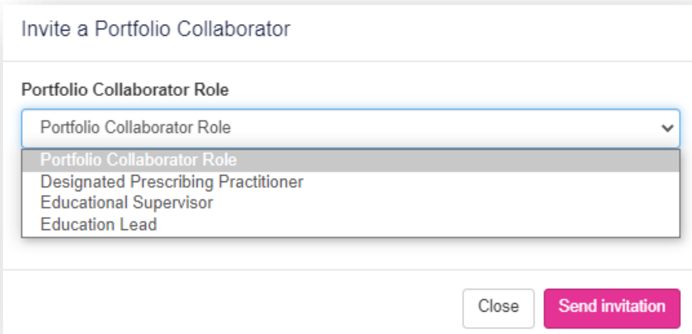
Scroll down to view “**Your Portfolio Collaborators**”.




Select the **"Invite Portfolio Collaborator**" button to start the invitation process.

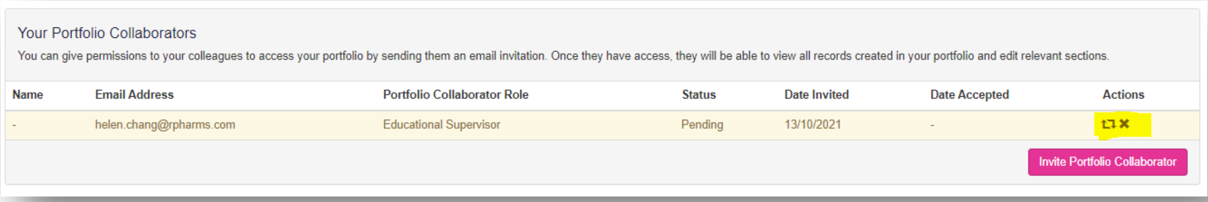



This will open a pop-up window for you to insert the details of your portfolio collaborator, you will need to choose their role type from the dropdown menu (e.g. educational supervisor) and the email address that you will send the invitation to.




This will send an email notification to them and their details will then be displayed on the portfolio collaborators page. At any point you can also delete a portfolio collaborator by selecting the cross (x) icon; or you can re-send the invitation if your portfolio collaborator cannot find it.

**NOTE:** Educational supervisors and designated prescribing practitioners will have full (read/write) access to your E-portfolio. Education Leads will have read-only access and could be, for example, education support staff from your employer and / or training provider.

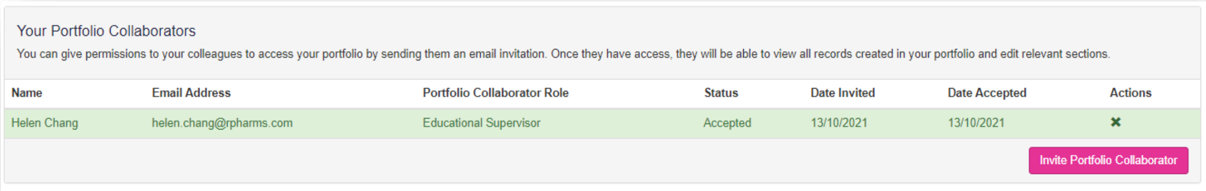


Your Portfolio Collaborators

You can give permissions to your colleagues to access your portfolio by sending them an email invitation. Once they have access, they will be able to view all records created in your portfolio and edit relevant sections.

| Name | Email Address | Portfolio Collaborator Role | Status | Date Invited | Date Accepted | Actions |
|---|---|---|---|---|---|---|
| - | helen.chang@rpharms.com | Educational Supervisor | Pending | 13/10/2021 | - | |

Invite Portfolio Collaborator



Your Portfolio Collaborators

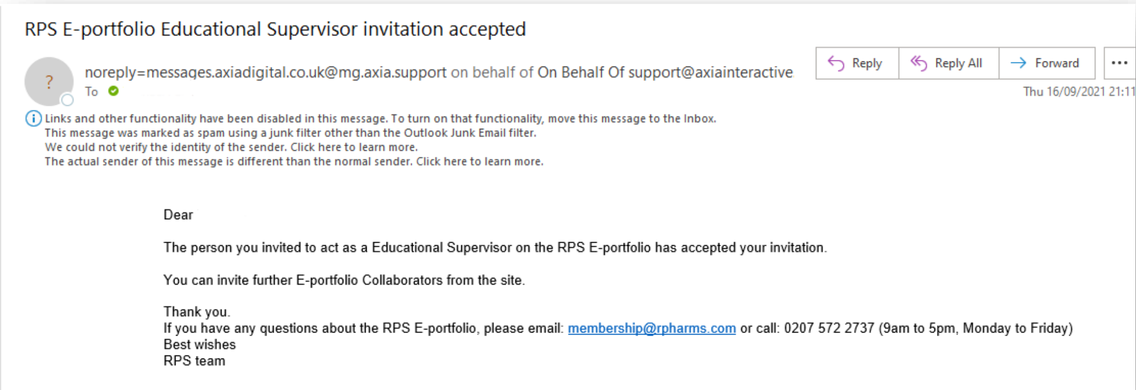
You can give permissions to your colleagues to access your portfolio by sending them an email invitation. Once they have access, they will be able to view all records created in your portfolio and edit relevant sections.

| Name | Email Address | Portfolio Collaborator Role | Status | Date Invited | Date Accepted | Actions |
|---|---|---|---|---|---|---|
| Helen Chang | helen.chang@rpharms.com | Educational Supervisor | Accepted | 13/10/2021 | 13/10/2021 | |

Invite Portfolio Collaborator

**TIP:** If your portfolio collaborator has not received an email and you have used the right email address, ask them to check their junk folder in case the email has been recognised as junk.

Once a portfolio collaborator has accepted the invitation, you will receive this email.



RPS E-portfolio Educational Supervisor invitation accepted

noreply=messages.axiadigital.co.uk@mg.axia.support on behalf of On Behalf Of support@axiainteractive

To

Reply Reply All Forward

Thu 16/09/2021 21:11

Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox.
This message was marked as spam using a junk filter other than the Outlook Junk Email filter.
We could not verify the identity of the sender. Click here to learn more.
The actual sender of this message is different than the normal sender. Click here to learn more.

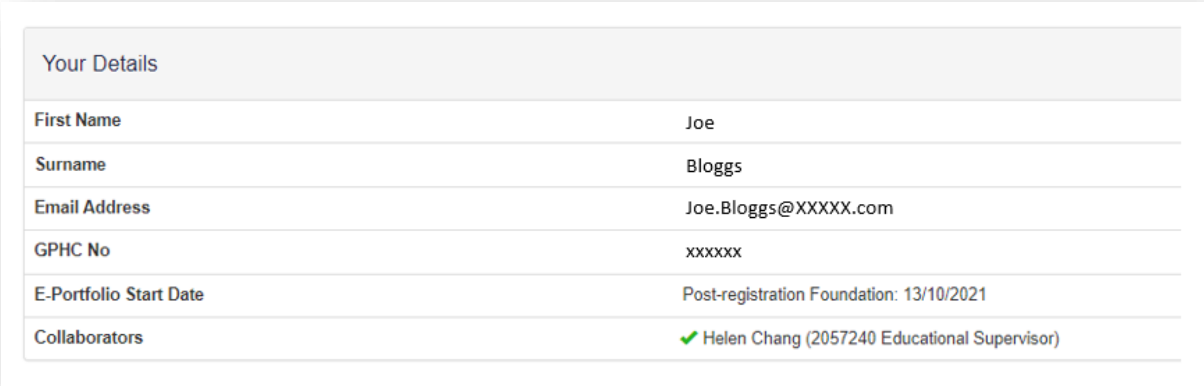
Dear

The person you invited to act as a Educational Supervisor on the RPS E-portfolio has accepted your invitation.

You can invite further E-portfolio Collaborators from the site.

Thank you.
If you have any questions about the RPS E-portfolio, please email: membership@rpharms.com or call: 0207 572 2737 (9am to 5pm, Monday to Friday)
Best wishes
RPS team

Your portfolio collaborator will now be displayed in your "**My details**" page.



| Your Details | |
|---|---|
| First Name | Joe |
| Surname | Bloggs |
| Email Address | Joe.Bloggs@XXXXX.com |
| GPHC No | xxxxxx |
| E-Portfolio Start Date | Post-registration Foundation: 13/10/2021 |
| Collaborators | ✔ Helen Chang (2057240 Educational Supervisor) |

### 3.6.2 Ticketed collaborators

It is likely that you will wish to seek feedback from colleagues who are not your educational supervisor or designated prescribing practitioner at some point during your training programme. This could be a practice supervisor who provides day-to-day supervision in the workplace and may undertake a few supervised learning events and/or other members of the pharmacy / wider team who undertake multiple supervised learning events, or do them as a one off. It is not necessary for these individuals to be E-portfolio collaborators and have access to your E-portfolio. Instead, these individuals are called ‘ticketed collaborators’ and will provide feedback to support your learning and development. The process for seeking feedback from ticketed collaborators is known as a ticket, e-ticket, or e-ticketing. Tickets are created for individual assessment tools or forms and you may send several tickets for different tools or forms to the same ticketed collaborator. The ticketed collaborator will then need to access and complete each form separately.

**NOTE:** This process only provides ticketed collaborators ‘one-time’ access to complete a single assessment tool or form. If you would like a collaborator to provide feedback on more than one assessment tool or form, then you will need to send them a ticket for each one.

### 3.6.3 User roles

The table below outlines the different tools and who has access to each tool.

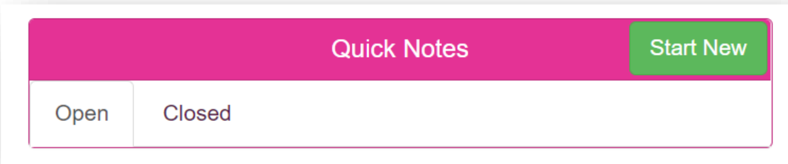
| Tool | Learner | Educational Supervisor | Designated Prescribing Practitioner | Ticketed Collaborators e.g., practice supervisor |
|---|---|---|---|---|
| **Dashboard** | ✓ | ✓ | ✓ | No access |
| **Learner Actions** | ✓ | ✓ | ✓ | No access |
| **Framework Summary** | ✓ | ✓ | ✓ | No access |
| **File upload** | ✓ | ✓ | ✓ | No access |
| **Learning Needs Analysis** | ✓ | ✓ | ✓ | No access |
| **Meeting record** | ✓ | ✓ | ✓ | No access |
| **Reflective account** | ✓ | ✓ | ✓ | No access |
| **Supervised learning events** | | | | |
| **Acute care assessment tool (ACAT)** | ✓ | ✓ | ✓ | Access via ticket link |
| **Case-based discussion (CbD)** | ✓ | ✓ | ✓ | Access via ticket link |
| **Case presentation (CP)** | ✓ | ✓ | ✓ | Access via ticket link |
| **Leadership assessment skills (LEADER)** | ✓ | ✓ | ✓ | Access via ticket link |
| **Direct observation of practical skills (DOPS)** | ✓ | ✓ | ✓ | Access via ticket link |
| **Direct observation of non-clinical skills (DONCS)** | ✓ | ✓ | ✓ | Access via ticket link |
| **Journal club presentation (JCP)** | ✓ | ✓ | ✓ | Access via ticket link |
| **Mini clinical evaluation exercise (Mini-CEX)** | ✓ | ✓ | ✓ | Access via ticket link |
| **Quality improvement project assessment tool (QIPAT)** | ✓ | ✓ | ✓ | Access via ticket link |

| | | | | |
|---|---|---|---|---|
| **Teaching observation (TO)** | ✓ | ✓ | ✓ | Access via ticket link |

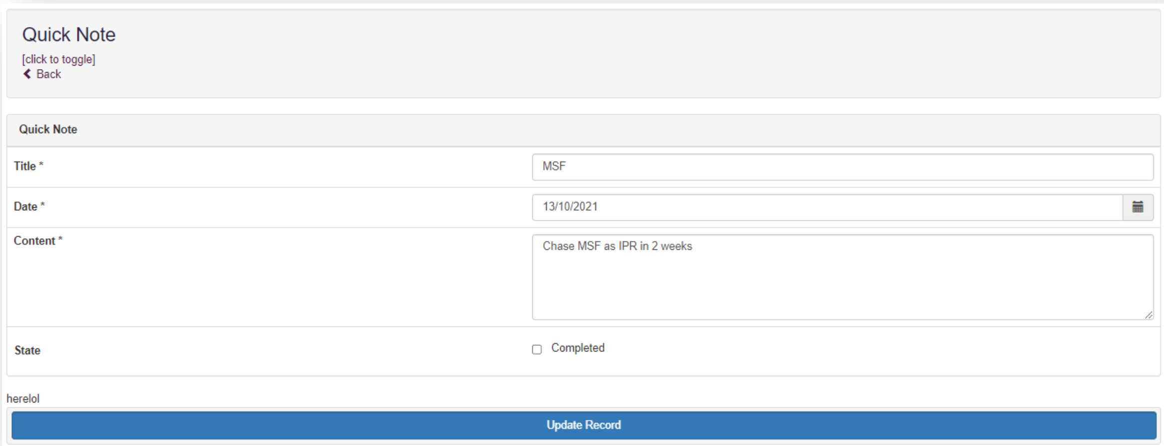
## 3.7 Quick notes

This tool is like a post-it note within your E-portfolio. You can make a note that may be a reminder or the starting point of a piece of evidence that you will develop fully at later point.

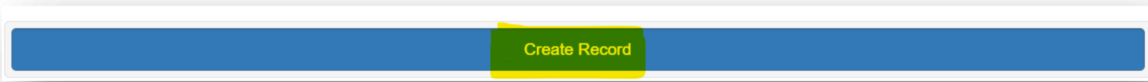
From the dashboard, click "**Start New**" next to 'Quick Notes'.



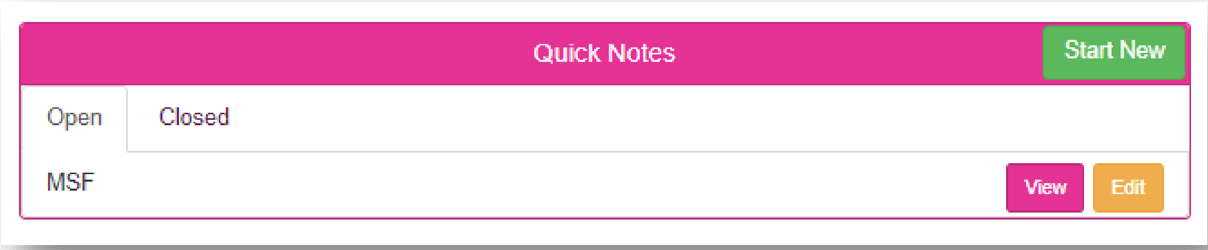

The quick note form will open. Complete the mandatory fields.




Click "**Create Record**" to save.



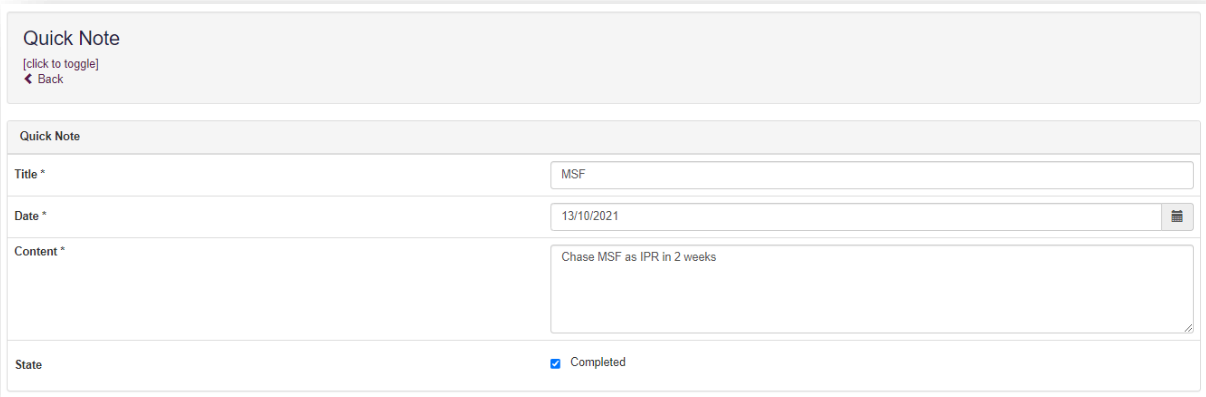

You will be redirected to the dashboard where you will be able to see your saved quick note.



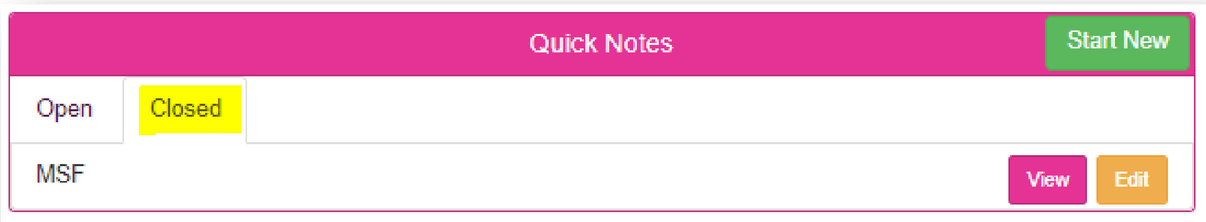

When you click "**edit**" you will be able to edit the text in your quick note or mark it as complete which 'closes' the quick note.

The form will appear. Edit the fields if necessary.

To close the form, select the tick box next to 'Completed'.



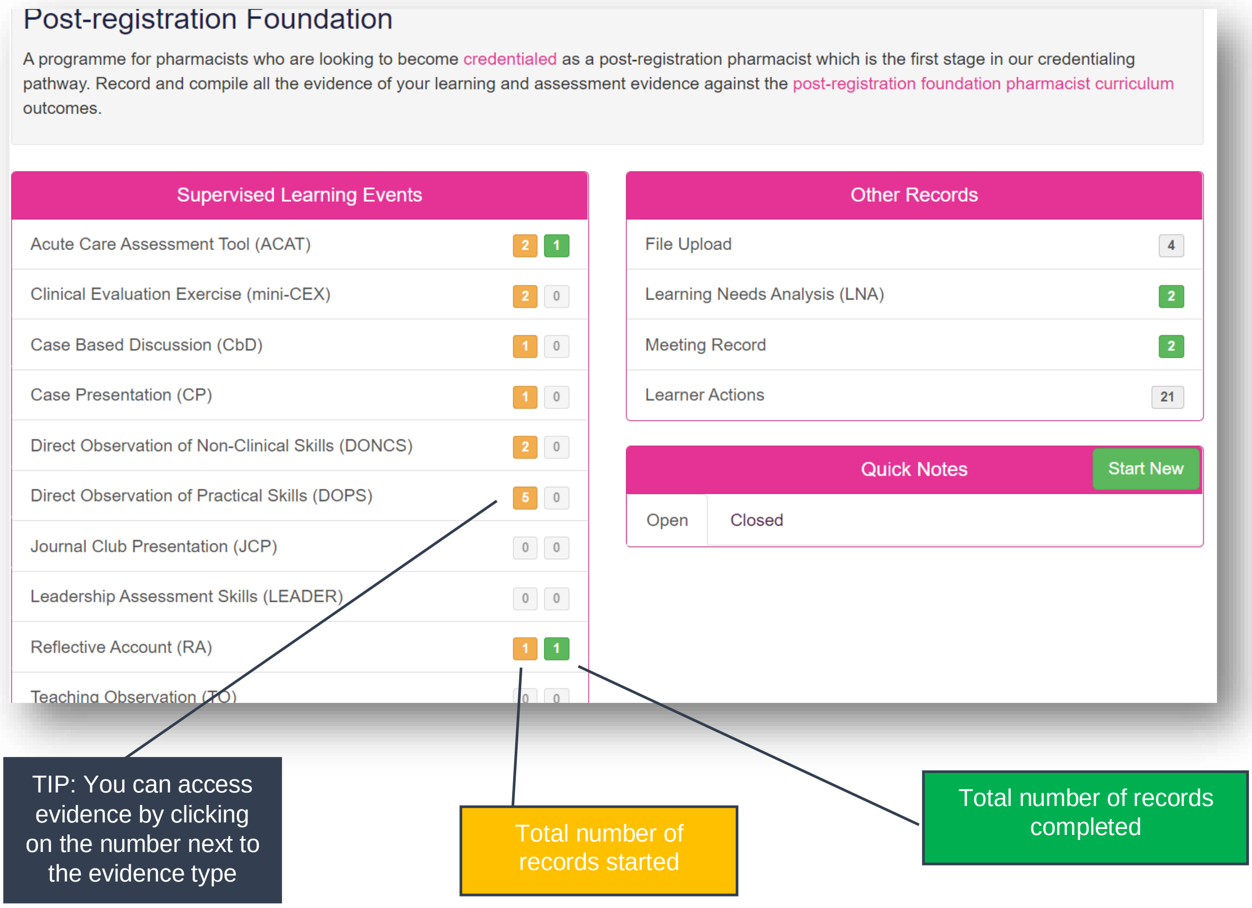

When you mark the quick note as complete, you will be redirected to the dashboard and the quick note will have moved to the list of 'closed' quick notes.



# 4. Monitoring and reviewing your progress

## 4.1 Dashboard

After opening your programme, you will see your “**Dashboard”** which provides an overview of your progress.




The **supervised learning event** section of your dashboard displays the following information:

- Count of each supervised learning event type that has been started (orange)
- Count of each supervised learning event type that has been completed (green)

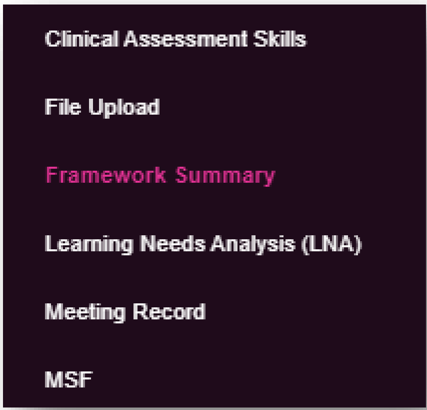
Hovering over the numbers  provide you with an explanation as to what this relates to.

You can access any forms directly from the dashboard by clicking on the relevant evidence type. For the example above, if you click anywhere on the row which contains ‘Reflective Account (RA)’ you can access your Reflective Accounts.

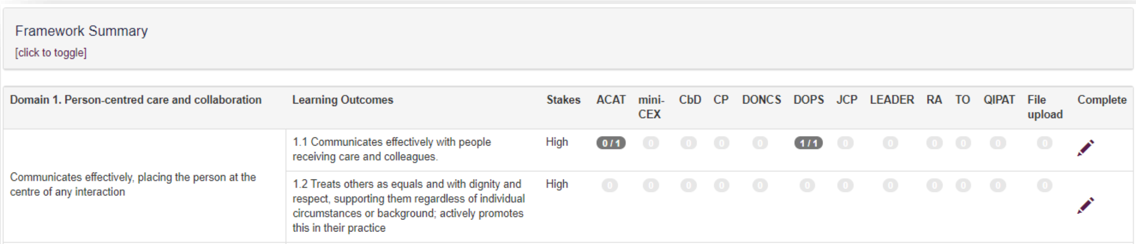
More information about accessing Supervised Learning Events can be found in **Section 8.**

## 4.2 Framework summary

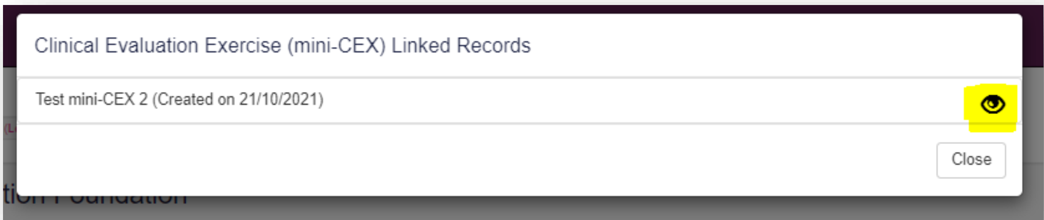
You can view your overall progress against the curriculum outcomes by selecting "**Framework Summary**" from the navigation menu



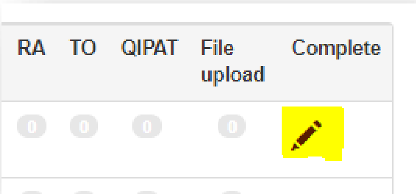

The framework summary displays a count of all records (supervised learning outcomes **and** file uploads) that have been mapped to the outcomes. When records are mapped, a number appears in a grey circle. The number on the right indicates evidence which has been started and the number on the left indicates evidence which you have marked as complete.




You can access the mapped online record direct from the framework summary by clicking on the grey circle and then the eye icon.

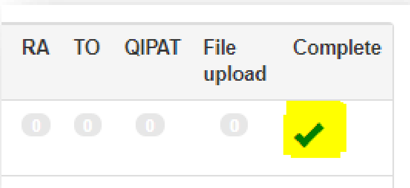


When you feel you have enough evidence mapped to an outcome to demonstrate you are performing at the required level, click on the pencil icon. We recommend you discuss with your educational supervisor and/or designated prescribing practitioner if you are ready to mark any outcomes as complete. This can be used to help prioritise your learning and development.



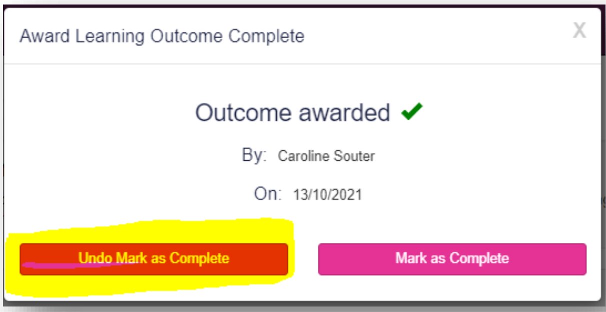

Clicking on the pencil opens a box where you have the option to mark the outcome as complete.


When you select “**Mark as Complete**” the pencil changes to a green tick




**NOTE:** the curriculum recommends a minimum of three pieces of evidence of low stakes outcomes, with more pieces for higher stakes’ outcomes.

If you change your mind about marking the outcome as complete, click on the green tick and you can undo.



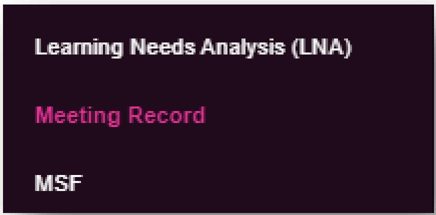

## 5. Review meetings

The E-portfolio includes two different tools to record discussion between you and your supervisor(s) during your training programme:

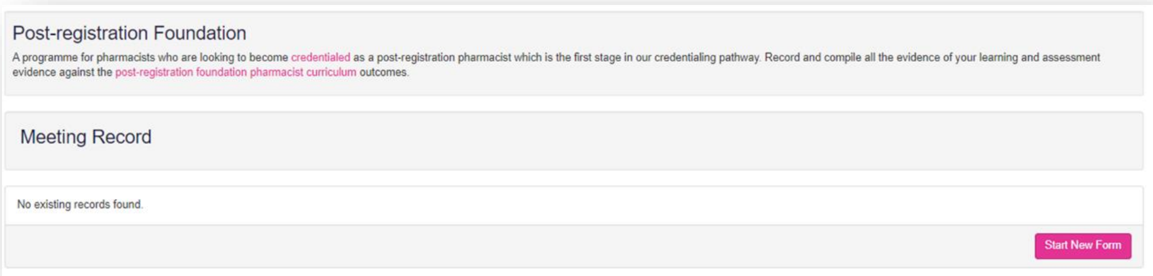
- Meeting record – for informal regular review meetings (see section 5.1)
- Intermediate progress reviews – more formal progress reviews (section 5.2)

### 5.1 Meeting record

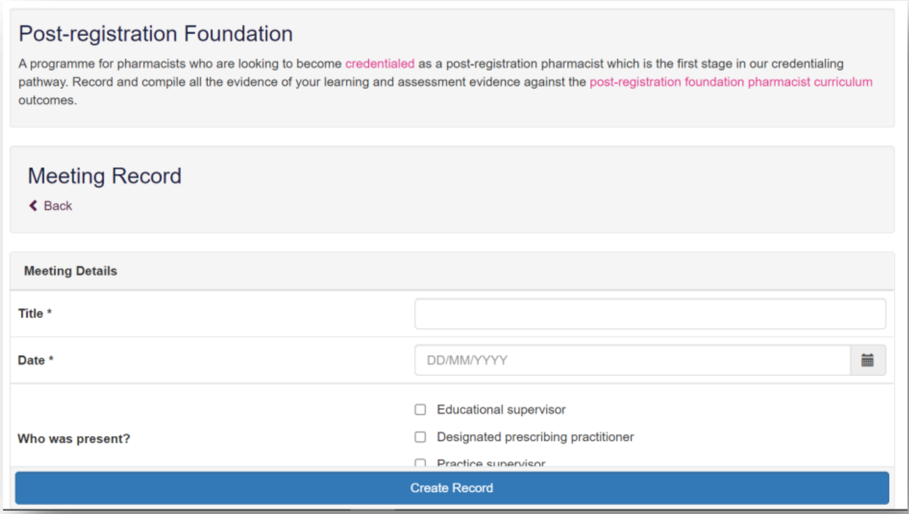
It is important to capture discussions of meetings that you have with your educational supervisor, designated prescribing practitioner and other colleagues. You can record meetings using the “**Meeting Record”** form in the E-portfolio.



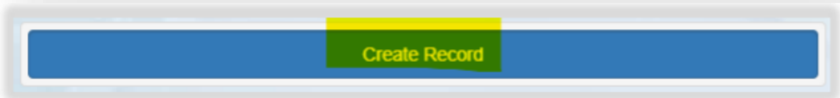

Select “**Start New Form**” to create a new record.



The form will appear. Complete the required fields as instructed.

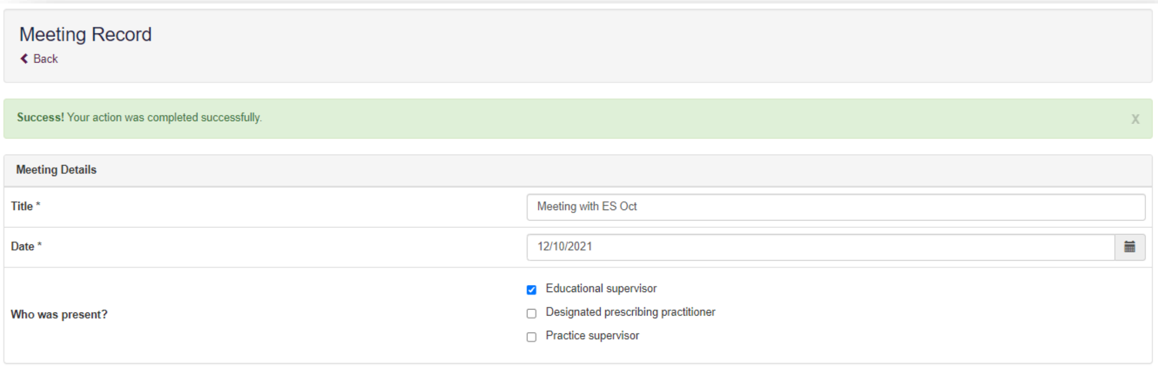



When you have completed all the required fields, select “**Create Record**”.

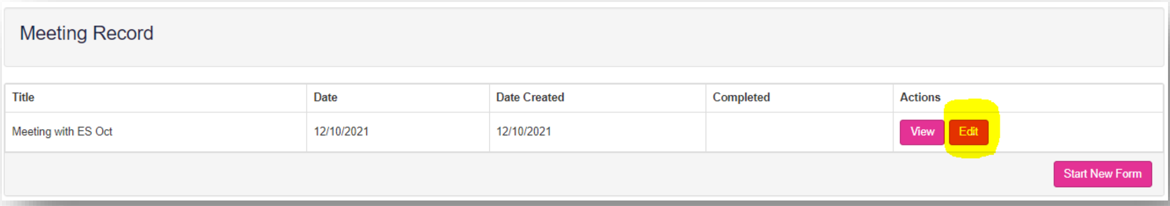



**NOTE:** You do not need to map meeting forms to any assessment activities or learning outcomes; there is no section to map to the frameworks.

You will receive confirmation that the record has been saved and created.

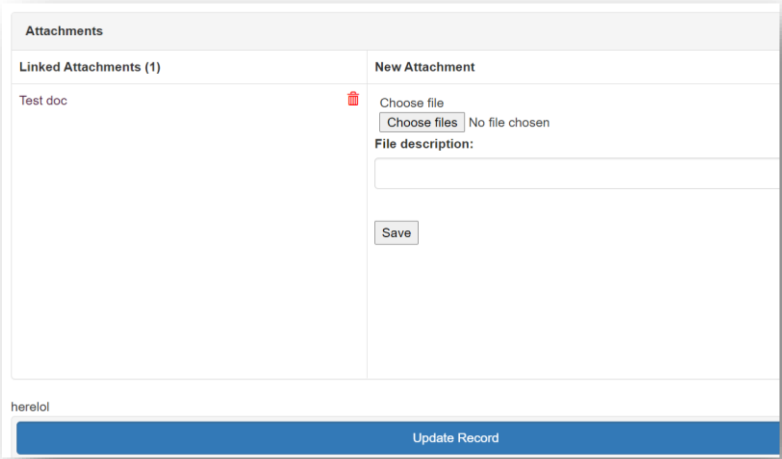



You will have noticed that you were not able to attach files when first completing the form. A file can only be attached when you have saved the meeting record by selecting “**Create Record”**. To upload an attachment as additional evidence for your meeting, select “**Edit**” to view the record you have just created and upload a file.



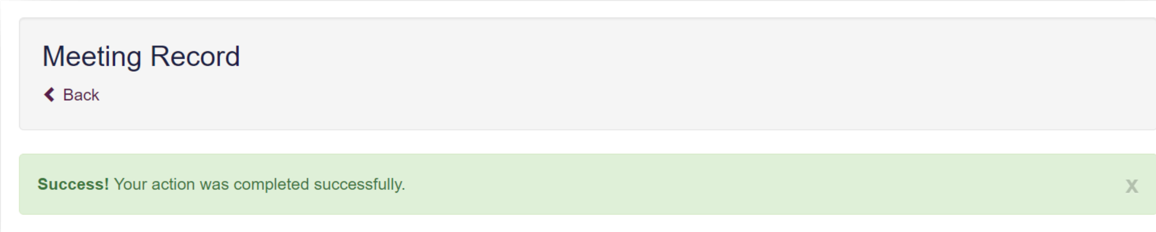

Add the upload by selecting "**Choose files**". You must enter a file description. Click "**Save**" once completed.

You can upload as many files as you wish, and delete any that are no longer relevant by clicking on the trash can icon.

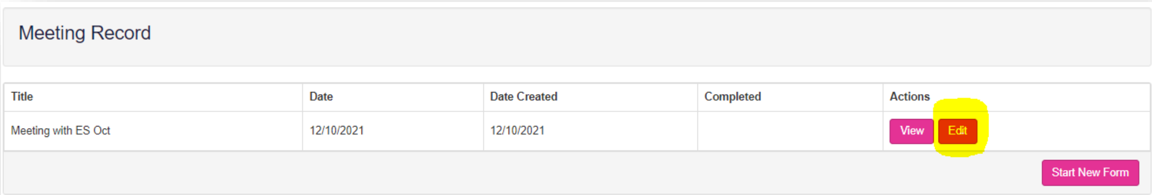



When you are finished editing select "**Update Record**".


You will receive confirmation that the record has been updated.




You can update the record by selecting “**Edit**” from the Meeting Record page.

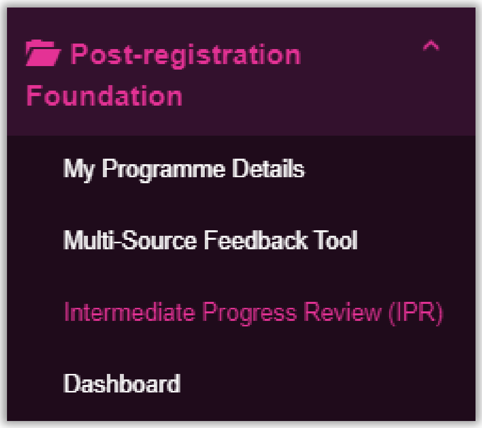



## 5.2 Intermediate Progress Review (IPR)

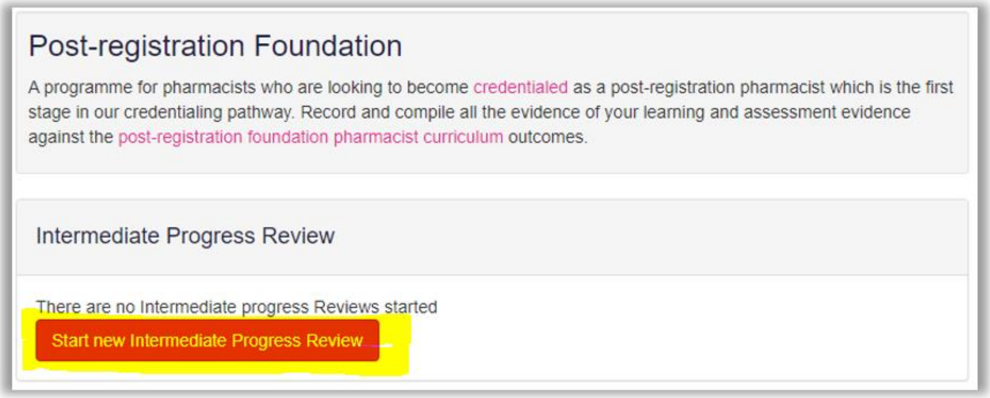
The intermediate progress review is a more formal review than the informal reviews documented using the meeting record. As a minimum they should include the learner and their educational supervisor/designated prescribing practitioner but additional collaborators can be invited to participate in the review as appropriate.

### 5.2.1 Initiating the Intermediate Progress Review

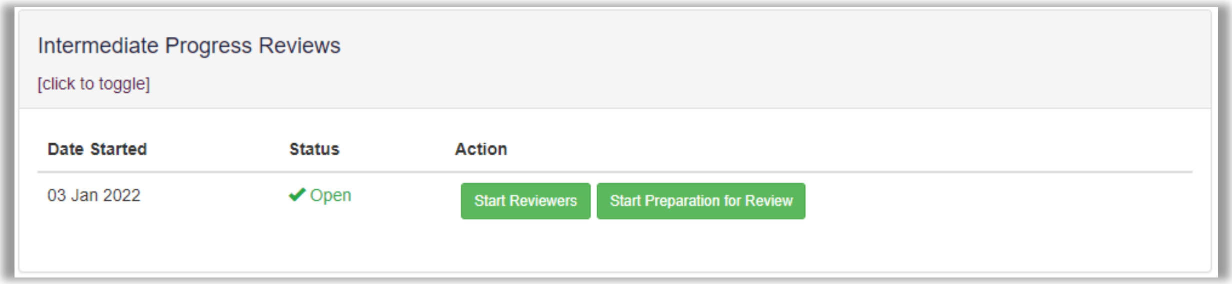
Select “**Intermediate Progress Review (IPR)**” from the navigation menu.



To initiate the process, select "**Start new Intermediate Progress Review**".

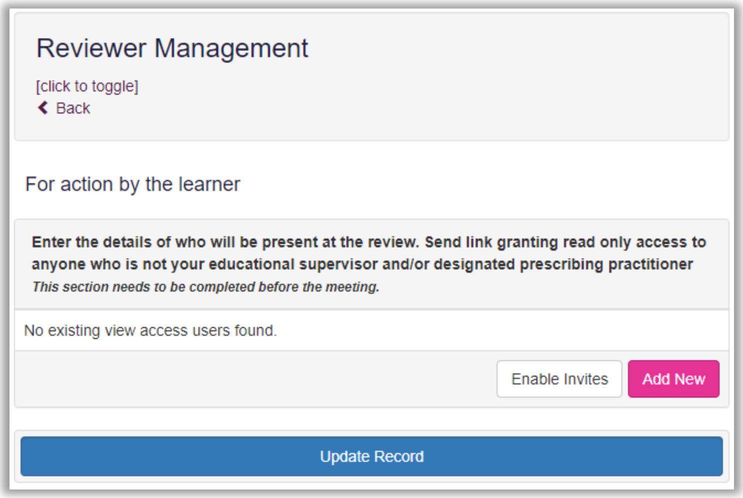



You will be presented with options to "**Start Reviewers**", or "**Start Preparation for Review**". Either of these options can be done first, but **both** sections must be completed before you can move on to the next stage of the process.




## Start Reviewers

To initiate the process, select "**Start Reviewers**" and you will be presented with the Reviewer Management page.

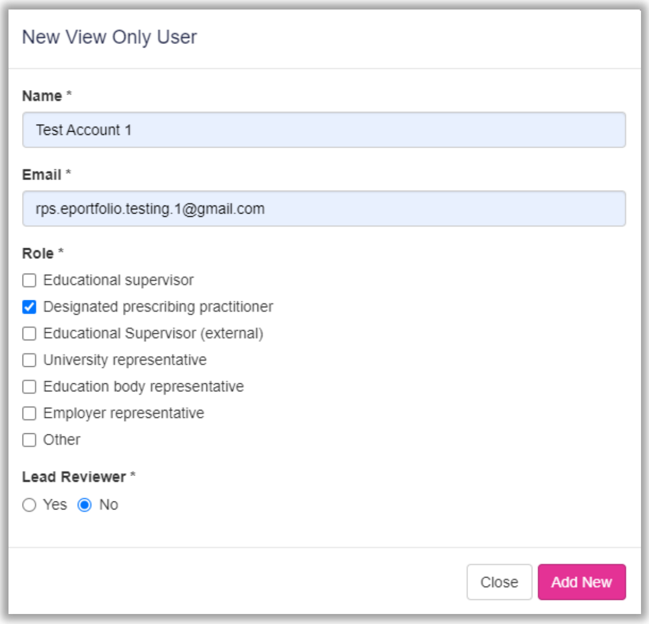


This tool allows you to invite any number of collaborators to assist you in completing the intermediate progress review. You should discuss with your educational supervisor and/or designated prescribing practitioner if there will be any additional colleagues participating in the review and who will be the ‘Lead Reviewer’.

**NOTE**: the lead reviewer is required to have full access (read/write) to your E-portfolio and therefore must be either your educational supervisor or designated prescribing practitioner. The lead reviewer has the responsibility of documenting the feedback and ratings agreed by the reviewers and marks each relevant section of the process as complete.

Invited collaborators will be sent a link which grants them read-only access to your E-portfolio so they can sample your evidence and familiarise themselves with the areas of your E-portfolio that will be discussed during the review meeting.

To add a collaborator, click the “**Add New**” button – this will cause a pop up box to appear which will allow you to add a colleague’s details. Click the “**Add New**” button on the bottom of the pop up box to add the user to the list of collaborators.




Repeat this process for all colleagues that you wish to have participate in your intermediate progress review. The “**Reviewer Management**” page will be updated with all the details of collaborators that you have entered.

**Enter the details of who will be present at the review. Send link granting read only access to anyone who is not your educational supervisor and/or designated prescribing practitioner**
***This section needs to be completed before the meeting.***

| Name | Email | Role(s) | Lead Reviewer | Date Invited | |
|---|---|---|---|---|---|
| Test Account 1 | rps.eportfolio.testing.1@gmail.com | Educational supervisor | Yes | N/A | Invites Disabled |
| Test Account 2 | rps.eportfolio.testing.2@gmail.com | University representative | No | N/A | Invites Disabled |
| Test Account 3 | rps.eportfolio.testing.3@gmail.com | Designated prescribing practitioner | No | N/A | Invites Disabled |

Enable Invites Add New

Once you have entered the details of the colleagues who will attend your review meeting, click the "**Enable Invites**" button – this will enable you to send a link to all nominated colleagues which will allow them to see a read-only version of your E-portfolio so that they can review your evidence and records.

**NOTE:** these links can be disabled at any time, which will prevent these colleagues from accessing your portfolio.

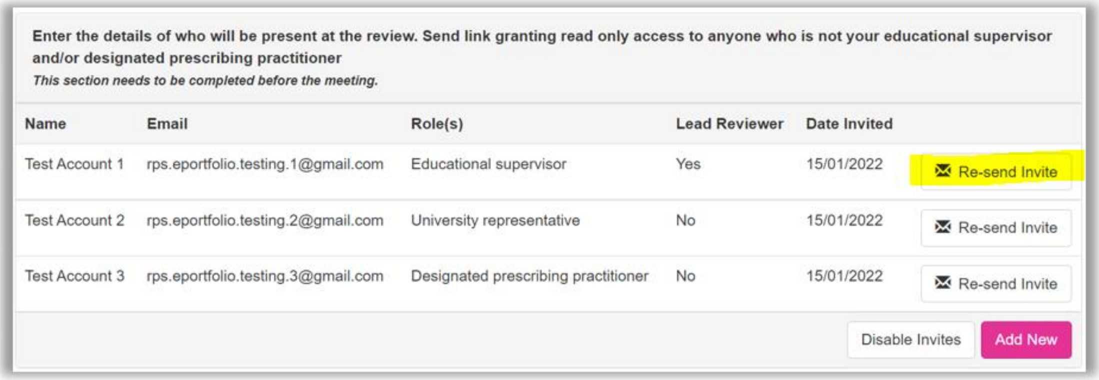
**NOTE:** you are not required to send an invite to your educational supervisor and/or designated prescribing practitioner as they already have full access to your E-portfolio.

**Enter the details of who will be present at the review. Send link granting read only access to anyone who is not your educational supervisor and/or designated prescribing practitioner**
***This section needs to be completed before the meeting.***

| Name | Email | Role(s) | Lead Reviewer | Date Invited | |
|---|---|---|---|---|---|
| Test Account 1 | rps.eportfolio.testing.1@gmail.com | Educational supervisor | Yes | N/A | Send Invite |
| Test Account 2 | rps.eportfolio.testing.2@gmail.com | University representative | No | N/A | Send Invite |
| Test Account 3 | rps.eportfolio.testing.3@gmail.com | Designated prescribing practitioner | No | N/A | Send Invite |

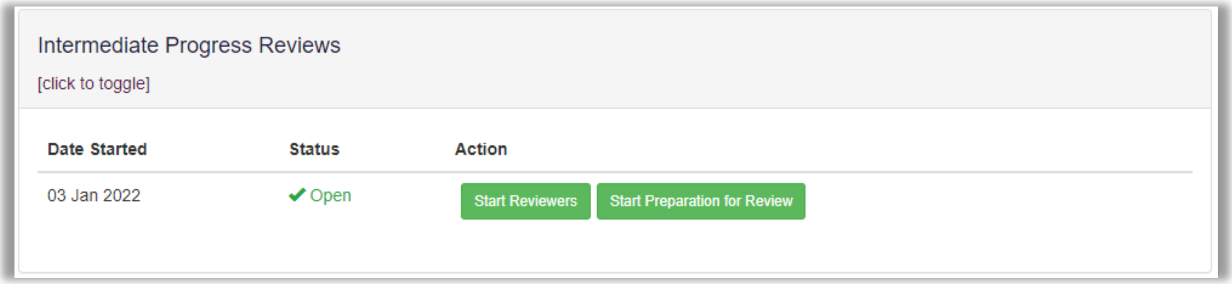
Disable Invites Add New

Send out invitations to any colleagues who require a link to be able to view your portfolio. If any of your colleagues require you to resend the link to them, this can be done using the "**Resend Invite**" button.




## Start Preparation for Review

To initiate the process, select “Preparation for Review” and you will be presented with the Preparation for Review form.




You must complete section A of the form by populating all the fields shown in the form, including all checkbox answers.

| **Part A. For action by the learner**<br>*To be completed before the review* | |
|---|---|
| **Update your Learning Needs Analysis** | ○ Completed<br>○ Not Applicable to my Programme |
| **Update your Learner Actions** | ☐ Completed |
| **Map evidence to outcomes** | ☐ Completed |
| **Update your prescribing page** | ○ Completed<br>○ Not Applicable to my Programme |

*Consider the period of training before your review and complete the following:*

| **Progress with the curriculum requirements**<br>*Consider the period of training before your review* | **Very poor** | **Poor** | **Fair** | **Good** | **Excellent** |
|---|---|---|---|---|---|
| **Please rate your progress with the curriculum outcomes *** | ○ | ○ | ○ | ○ | ○ |
| **Using the curriculum domains and outcomes as your guide, please comment how you feel your training has progressed. Have you encountered any challenges and how have you / do you plan to overcome them? *** | | | | | |

| Learning experiences<br>*Consider the period of training before your review* | Very poor | Poor | Fair | Good | Excellent |
|---|---|---|---|---|---|
| Please rate the quality of your learning experiences to support progress with domains 1 & 2? * | ○ | ○ | ○ | ○ | ○ |
| Please comment on your learning experiences for the clinical capabilities (domains 1&2) * | | | | | |
| Is there anything you think you should focus on for the clinical capabilities during your next period of training? * | | | | | |
| Please rate the quality of your learning experiences to support progress with domains 3-5? * | ○ | ○ | ○ | ○ | ○ |
| Please comment on your learning experiences for the non-clinical capabilities (domains 3-5) * | | | | | |
| Is there anything you think you should focus on for the non-clinical capabilities during your next period of training? * | | | | | |

**Monthly meetings**

**Has anything been raised during your monthly meetings that you feel is important to discuss at the intermediate progress review? ***
*If tick 'yes' – please provide comments*

○ Yes
○ No

**Comments**

**Learning needs analysis**
*Consider the period of training before your review*

**Please reflect on how your learning needs analysis has changed**

| **Action plan**<br>*Consider the period of training before your review* | Very poor | Poor | Fair | Good | Excellent |
|---|---|---|---|---|---|
| **Please rate your progress completing your actions *** | ○ | ○ | ○ | ○ | ○ |

**Please reflect on your progress with your overall action plan ***

**Significant events and complaints**
*It is important to reflect and learn from any significant events (an event that could or did lead to patient harm) or complaints about something you have been involved in either as an individual or part of a team.*

*Reminder – do not include any patient identifiable information*

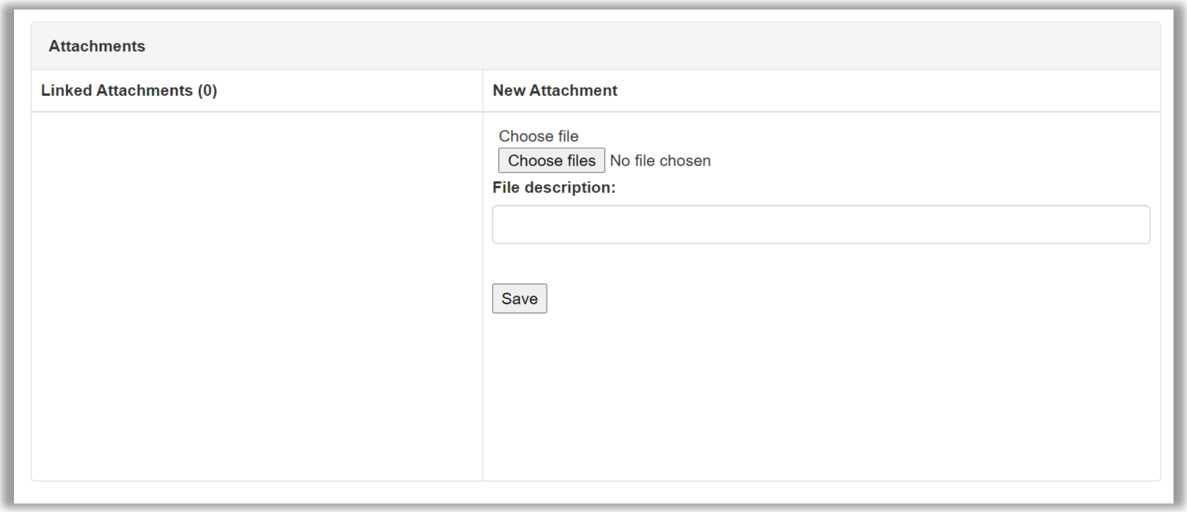
**Have you been involved in any significant events or complaints? ***
*If tick 'yes' – please provide the location of your e-portfolio entry*

○ Yes
○ No

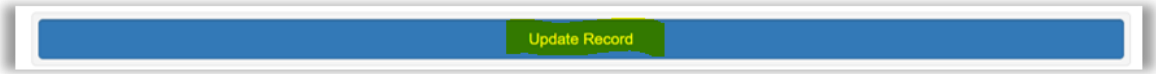
**Location of your e-portfolio entry**

**Please provide a brief description including what you have learned**

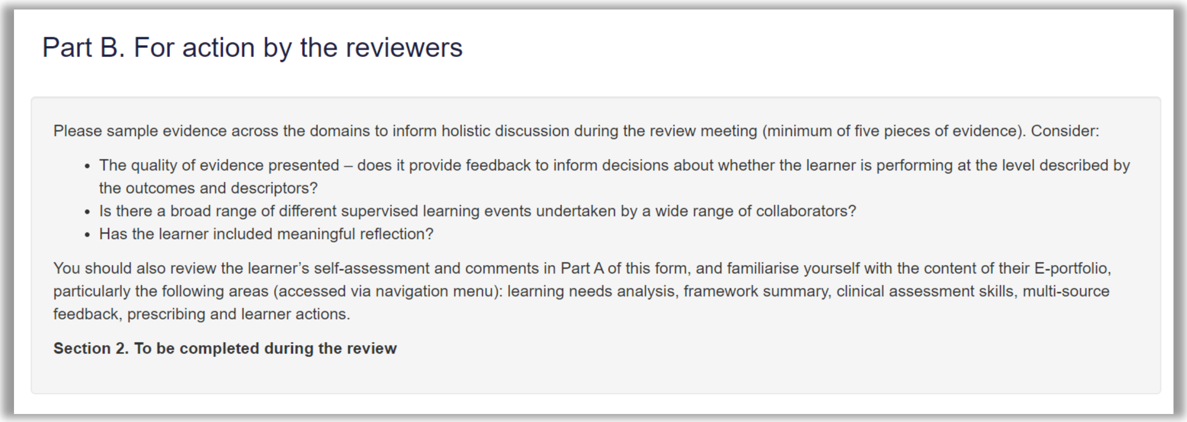
You can also add any files to this form that may be appropriate to accompany the information you have provided.




You can update the form at any time to save the changes you have made by clicking the "**Update Record**" button.



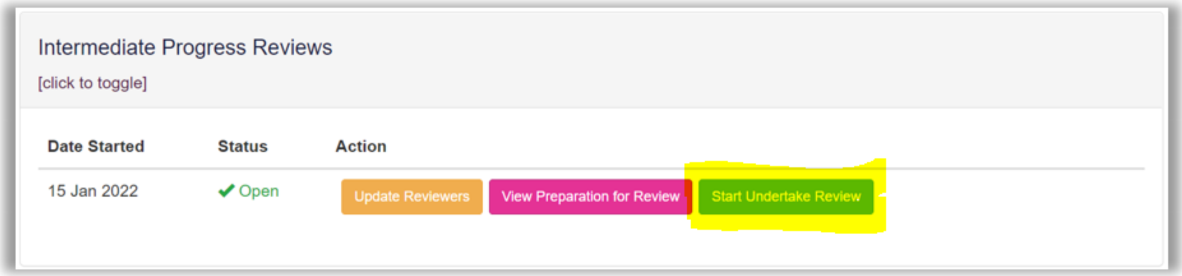

Once you have completed all sections of the IPR preparation form and saved your changes, you should prompt your nominated colleagues to review your portfolio (including this form) in advance of your IPR meeting.




At this point your assigned lead reviewer is required to access your portfolio, and navigate to the IPR Preparation Form, by ensuring all required fields are populated, and then clicking the "**Update and Complete Record**" button.

### 5.2.2 Undertaking the Intermediate Progress Review meeting

Once the "**Preparation for Review**" form has been populated and marked as complete, a new button will appear on the intermediate progress review summary page allowing you to select "**Start Undertake Review**".

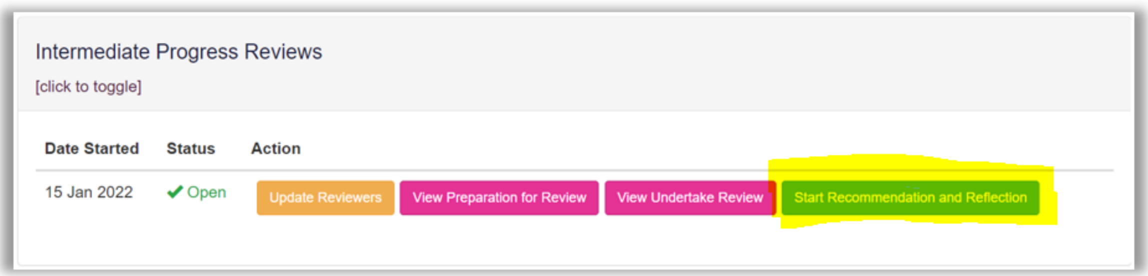



During your intermediate progress review meeting, the lead reviewer should click "**Start Undertake Review**" to access the review meeting form. Following discussion between you and the reviewer(s), the lead reviewer will complete the fields.

**NOTE:** The E-portfolio session will expire in 35 minutes if inactive and we suggest the lead reviewer saves the form periodically during the review.

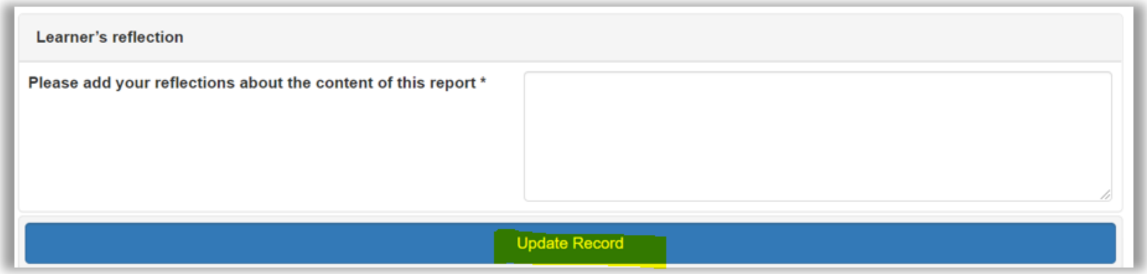
### 5.2.3 Recommendation and Reflection

Once the "**Undertake Review**" has been populated and marked as complete by the lead reviewer, the "**Start Recommendation and Reflection**" button will appear on the intermediate progress review summary page". This form allows the lead reviewer to rate your overall progress and make a recommendation for progressing with the training programme. You also have the opportunity to add any comments you have about the review and reflections about the feedback you have received during the process.

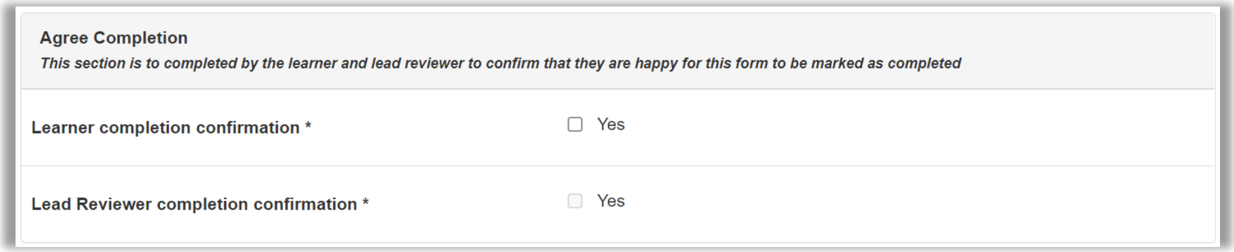



The lead reviewer should click this button to access the Recommendation and Reflection form, and provide their recommendations. They will be required to fill in the form by populating all required fields. Once they have completed their recommendations, you are required to access the form to provide your reflections in the "Learner's Reflection" section and update the record to save your changes.

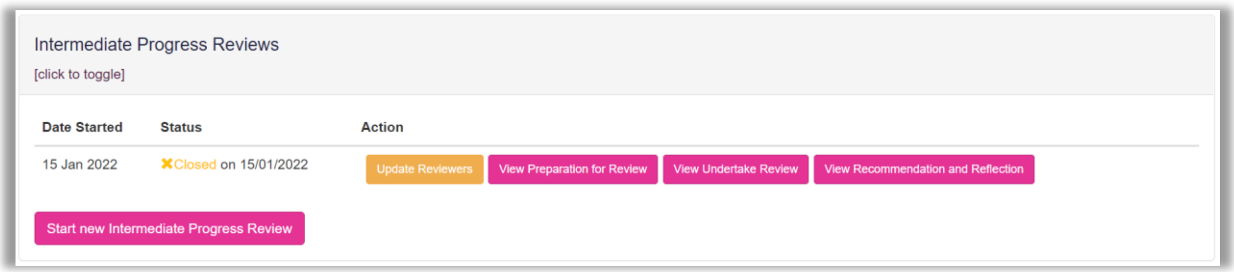
The record can be saved at any point by selecting “**Update record**”




Once the required fields within the form (including your reflections) have been saved, the form will present you with an option to confirm that you agree the process is complete.




Once you and the lead reviewer have both confirmed that the process is complete, your intermediate progress review is complete and the intermediate progress review summary page will be updated so that you can view all the feedback provided throughout the process, or initiate a new intermediate progress review cycle.

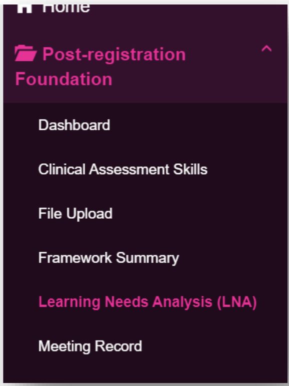


# 6. Learning needs analysis (LNA)

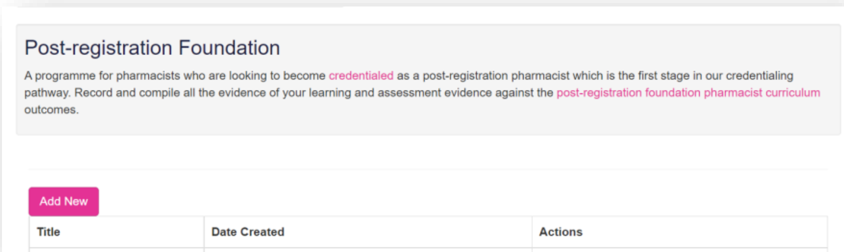
The Learning Needs Analysis (LNA) tool enables you to assess your practice against the post-registration foundation pharmacist curriculum outcomes. It is recommended you complete a Learning Needs Analysis at the start of your training and before every intermediate progress review or when your practice changes significantly, such as a change in role or change in responsibilities. If you are undertaking a formal training programme, check the requirements of your training provider as they may require you to complete the learning needs analysis tool more frequently.

## 6.1 Completing your Learning Needs Analysis

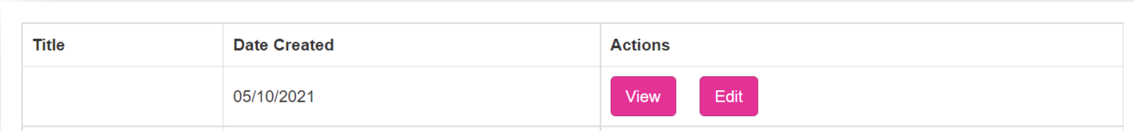
To complete the Learning Needs Analysis tool, select the "**Learning Needs Analysis (LNA)**" option from the navigation menu.



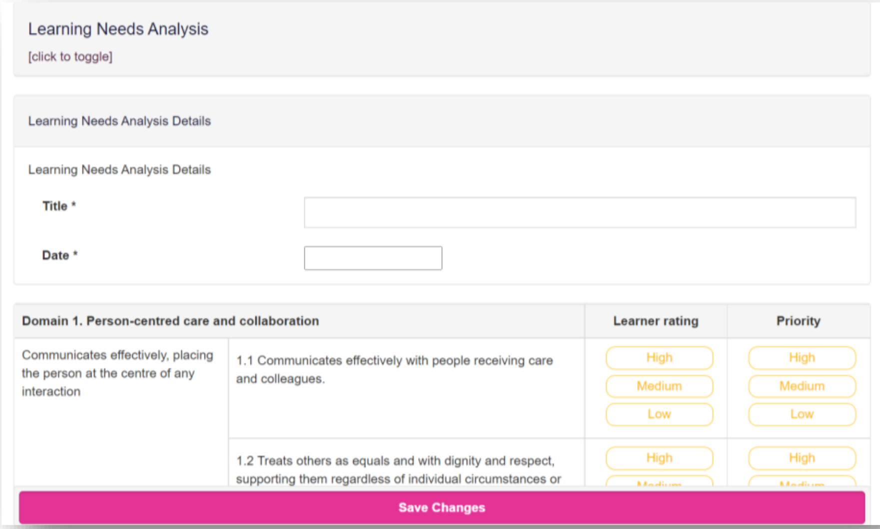

Select "**Add New**" to open a new Learning Needs Analysis.




The newly created Learning Needs Analysis will appear in the summary table. Click "**Edit**" to open it.

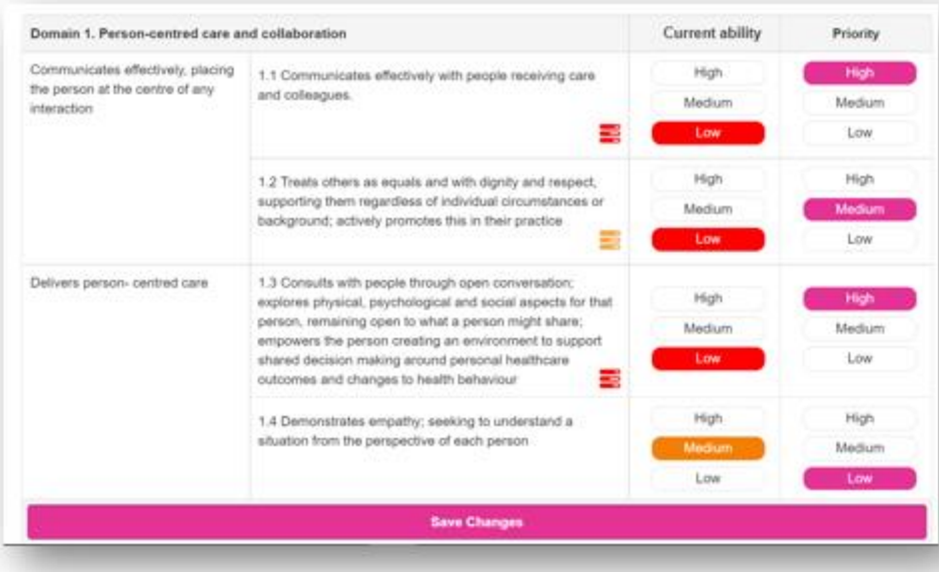



The Learning Needs Analysis will appear.




Work through the sections and assess yourself against all the outcomes from the framework. You will need to indicate your **current ability** and the **priority** in demonstrating the outcome. The current ability and priority ratings are **High**, **Medium** or **Low**. For an explanation of the different ratings see **section 6.2.**

Once you have completed assessing yourself select the "**Save Changes**" button will save your decisions.

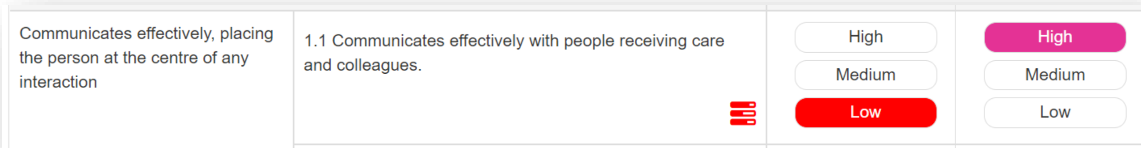


| Domain 1. Person-centred care and collaboration | | Current ability | Priority |
|---|---|---|---|
| Communicates effectively, placing the person at the centre of any interaction | 1.1 Communicates effectively with people receiving care and colleagues. | High / Medium / Low | High / Medium / Low |
| | 1.2 Treats others as equals and with dignity and respect, supporting them regardless of individual circumstances or background; actively promotes this in their practice | High / Medium / Low | High / Medium / Low |
| Delivers person- centred care | 1.3 Consults with people through open conversation; explores physical, psychological and social aspects for that person, remaining open to what a person might share; empowers the person creating an environment to support shared decision making around personal healthcare outcomes and changes to health behaviour | High / Medium / Low | High / Medium / Low |
| | 1.4 Demonstrates empathy; seeking to understand a situation from the perspective of each person | High / Medium / Low | High / Medium / Low |

Save Changes

You will see that for certain ratings icons will appear next to each outcome.

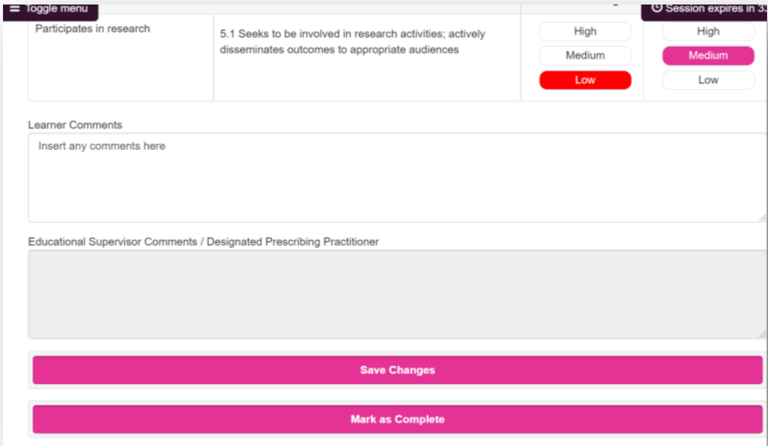
Outcomes that require further development are highlighted by an ***action prompt*** icon.



| | | | |
|---|---|---|---|
| Communicates effectively, placing the person at the centre of any interaction | 1.1 Communicates effectively with people receiving care and colleagues. | High / Medium / Low | High / Medium / Low |

Clicking on the action prompt icon will allow you to create an action – see section 6.2 below.

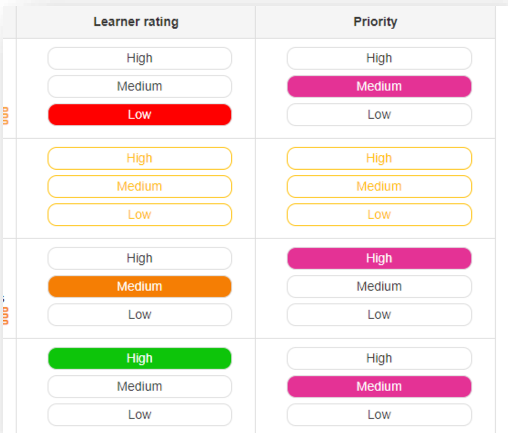
When you have completed the ratings for all outcomes, you and your educational supervisor / designated prescribing practitioner can add further comments in the fields at the bottom of the form.



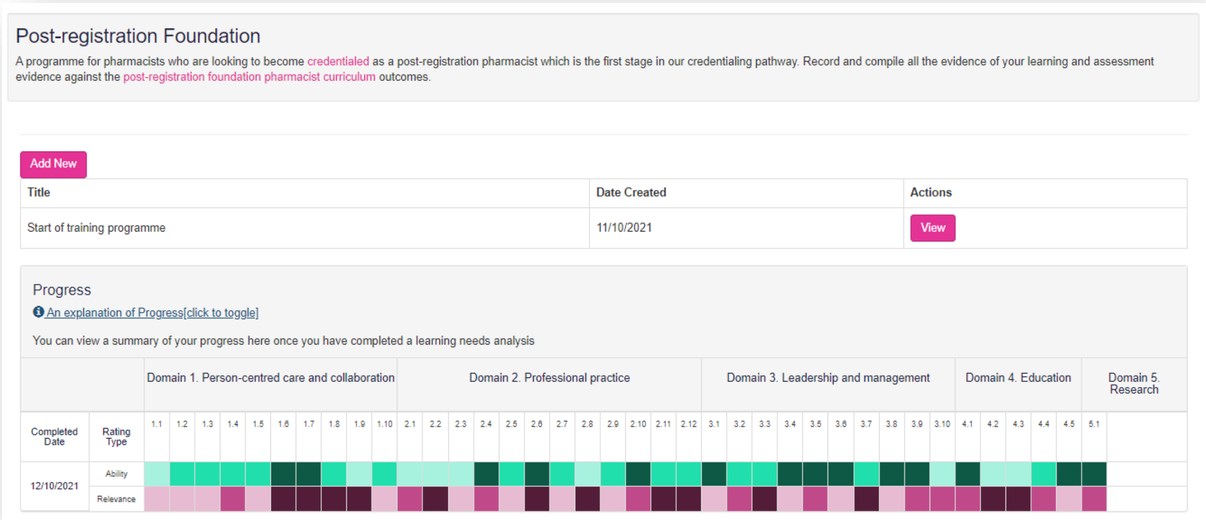

When you have completed the Learning Needs Analysis, you or your educational supervisor / designated prescribing practitioner can mark the tool as complete by clicking "**Mark as Complete"**. After this point, the Learning Needs Analysis will be closed and cannot be edited any further.

**NOTE:** All mandatory fields of the Learning Needs Analysis need to be completed for the record to be marked as complete.

**TIP:** You can quickly identify any incomplete ratings as they are highlighted in orange text.



When you have marked the Learning Needs Analysis as complete, the heat map will appear in your summary page which provides a visual summary of your progress.




## 6.2 Learning Needs Analysis ratings and icons

The ratings and icons for the Learning Needs Analysis are outlined below:

**Current ability**

| Rating | Explanation |
|---|---|
| High | I have evidence to show I have the knowledge, skill, behaviour or experience needed to consistently demonstrate this outcome at the required level. |
| Medium | I have this knowledge, skill, behaviour or experience but have not had the opportunity to fully demonstrate this outcome at the required level. |
| Low | I don't have the knowledge, skill, behaviour or experience to demonstrate this outcome yet. |

**Priority**

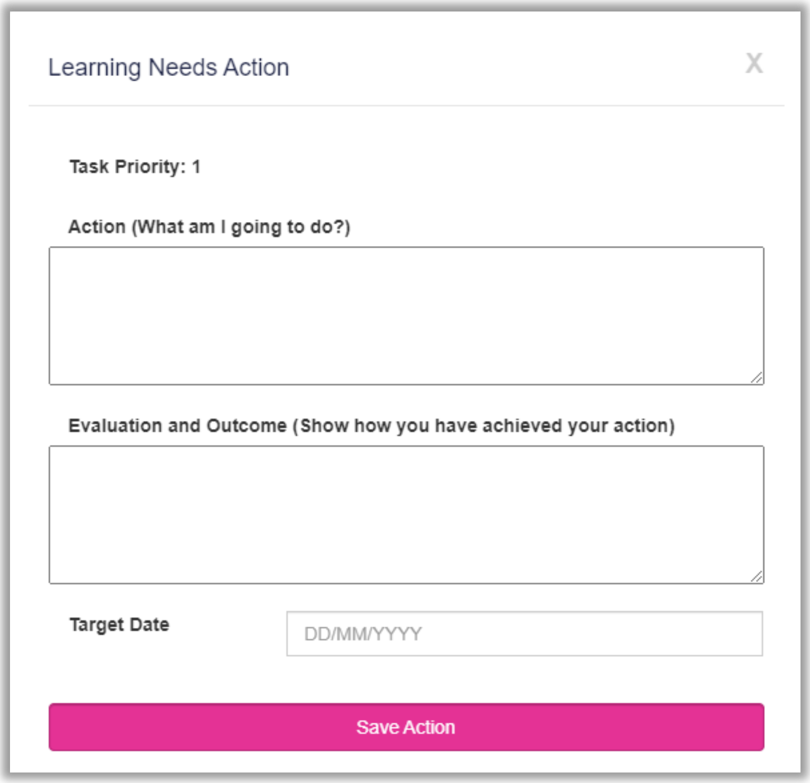
| Rating | Explanation |
|---|---|
| High | This is high priority for my practice at this time. |
| Medium | This is medium priority for my practice at this time. |
| Low | This is low priority for my practice at this time. |

The following table summarises the icons that you might see in the learning needs analysis tool. The action column describes the action you can take if you click on the icon within the learning needs analysis.

| Icon | Description | Action (when icon is clicked) |
|---|---|---|
| | Low ability – High priority rating action prompt<br><br>(Priority 1 **action**) | Create action |
| | Medium ability – High priority rating action prompt (Priority 2 **action**) | Create action |
| | Low ability – Highest priority rating action<br><br>(Priority 1 **task**) | View and edit action |
| | Medium ability – High priority rating action (Priority 2 **task**) | View and edit action |
| | Low ability – Medium priority rating action (Priority 3 **task**) | View and edit action |
| | Action completed | View action |

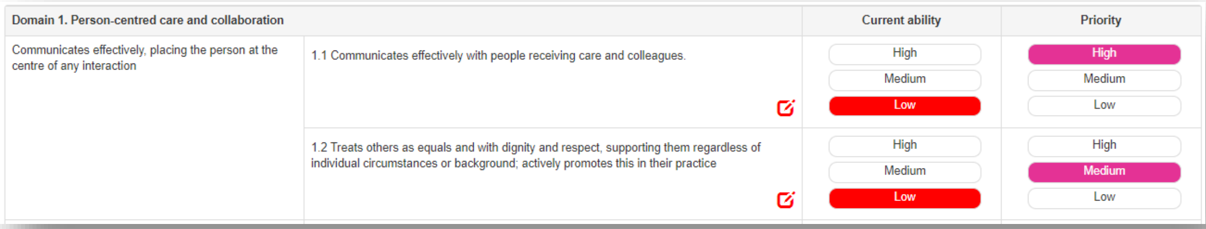
## 6.3 Creating and managing tasks

Clicking on the action icon will enable you to create an action. You should create an action and decide the target date for when it will be achieved. The evaluation field is to be filled in once you have carried out the action.

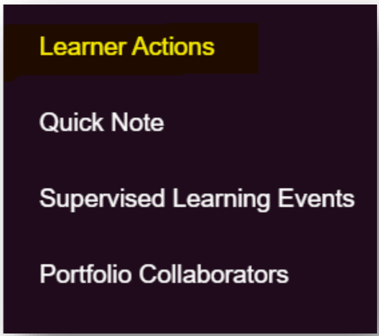


Complete the fields and click “**Save Action**”.

Once you have created an action, the icon changes to an ***action*** icon .

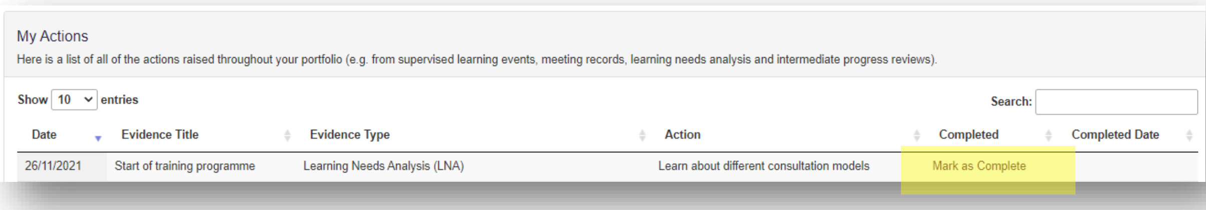



To view your actions, go to the navigation menu and click the “**Learner Actions”** area.

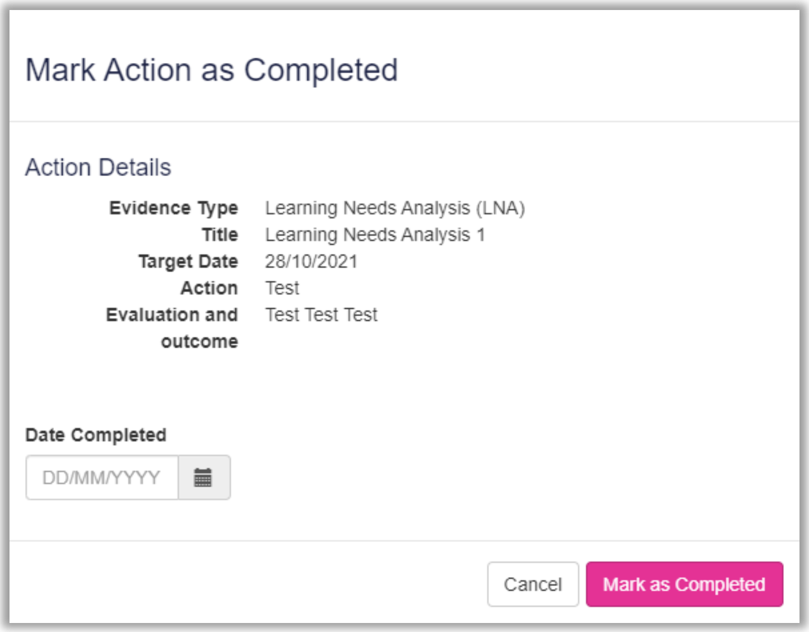


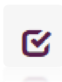

Your tasks are saved under the **My Actions** list. This list contains all of the actions raised throughout your E-portfolio (for example from supervised learning events, meeting records, learning needs analysis, etc.).

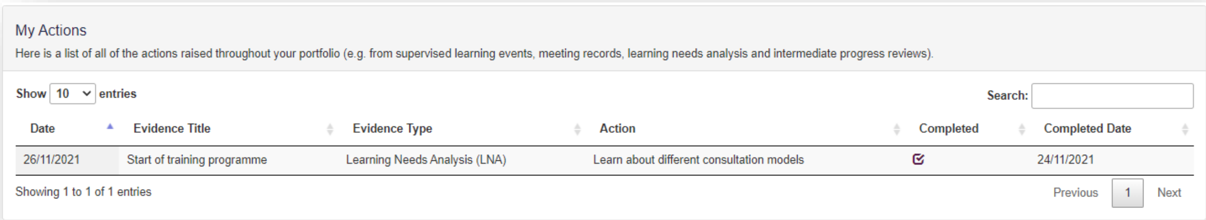
Click **“Mark as Complete”** next to an action that has been completed.



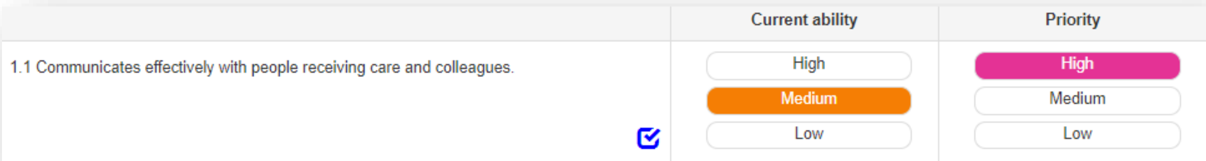

Enter the **completion date** and select “**Mark as Completed**”.




Completed actions will display the following icon 

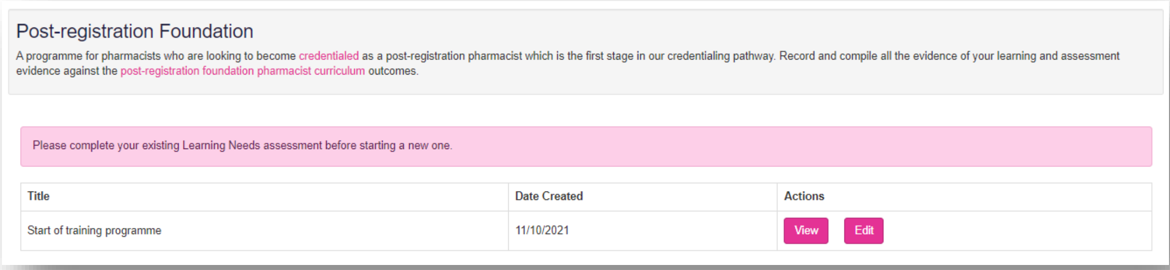



Within the **Learning Needs Analysis** area**,** the action icon for the completed task will change to a blue icon.




To go back to your Learning Needs Analysis, click on **"Learning Needs Analysis (LNA)"**, from the navigation menu.

The summary screen will appear. You can access the Learning Needs Analysis by selecting "**Edit**".




# 7. Completing assessment tools and forms

As you work through your E-portfolio you will be prompted to create and complete various online assessment tools and forms. These will become records of your learning and development throughout your post-registration foundation portfolio. Please refer to **Section 3.5.3** for a full list of the E-portfolio assessment tools and forms and their associated permissions.

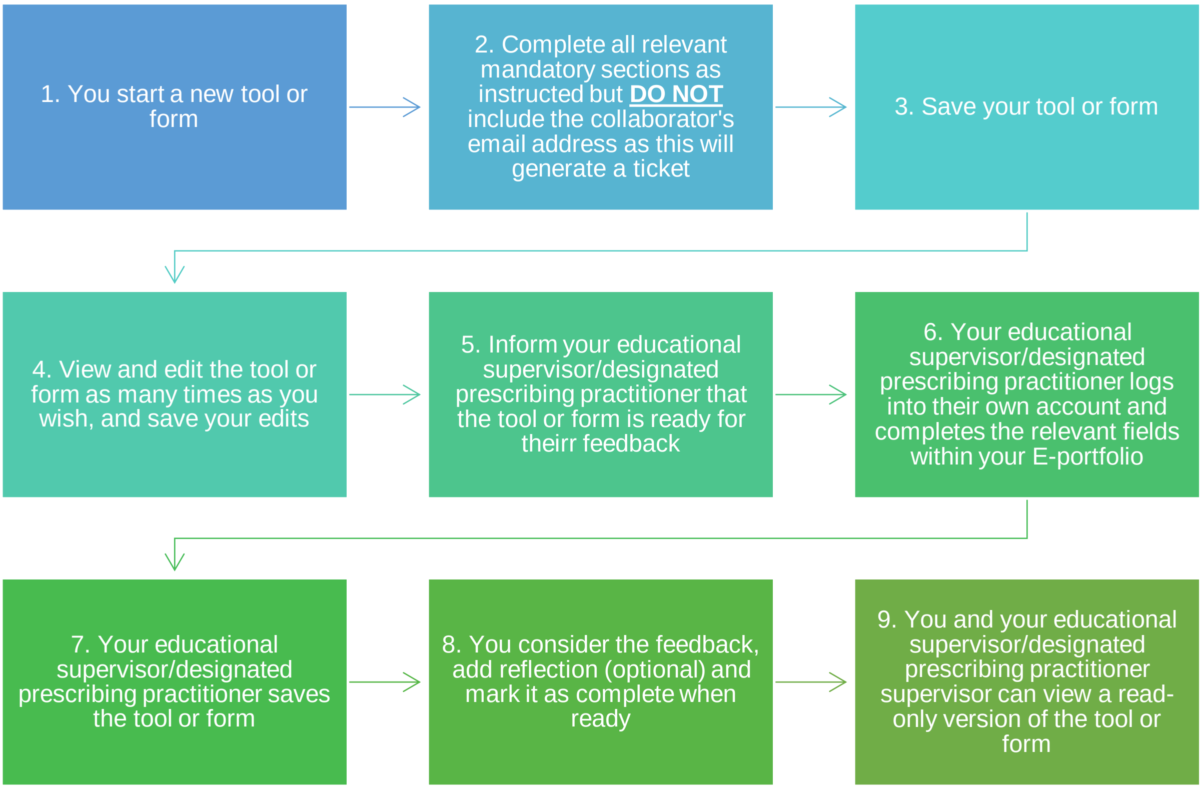
There are two main ways of completing an online assessment tool or form:

- Online with your educational supervisor or designated prescribing practitioner
- Online with a ticketed collaborator

We understand that there may be occasions where you may not have access to a computer, tablet or mobile device, or situations where connectivity is poor, therefore you also have the option to print off paper versions of all assessment tools and forms from the RPS website and upload these using the 'File Upload' tool. See **Section 10** for more details about this.

## 7.1 Online process with portfolio collaborator (educational supervisor or designated prescribing practitioner)

This process enables your educational supervisor or designated prescribing practitioner to complete the forms directly within the E-portfolio as they will have a registered E-portfolio account linked to yours. The process is outlined below:




## 7.2 Online process with ticketed collaborator

This process is for you to seek feedback from a collaborator, such as a practice supervisor, who does not have their own account within the E-portfolio. The process is known as a ticket, e-ticket, or e-ticketing.

**NOTE:** This process only provides collaborators 'one-time' access to complete a single assessment tool or form. If you would like a collaborator to provide feedback on more than one assessment tool or form, then you will need to send them a ticket for each one. The process is outlined below:

1. Start a new tool or form

2. Complete all relevant mandatory sections as instructed **PLUS** the ticketed supervisor field (email address)

3. Save your tool or form

4. View and edit the tool or form as many times as you wish, and save your edits

5. Send the tool or form to your collaborator who will receive an email inviting them to complete feedback for you

6. You collaborator accesses the form or tool via the link in their e-mail, and completes relevant sections in the form or tool

7. Review the form or tool and check that your collaborator has completed their fields

8. You consider the feedback and add reflection (optional)

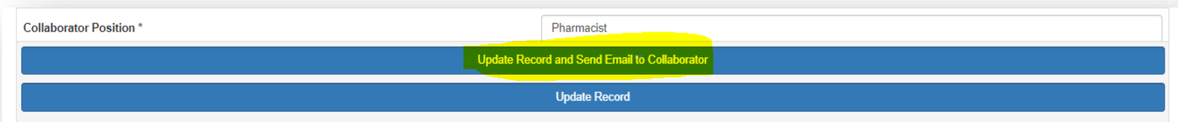
8. Inform your educational supervisor/ designated prescribing practitioner that the tool or form is ready if they wish to review and add comments

9. Your educational supervisor/ designated prescribing practitioner logs into their own account, and makes comments to the tool or form (if required) with your E-portfolio

10. Your educational supervisor/ designated prescribing saves the tool or form and you mark it as complete

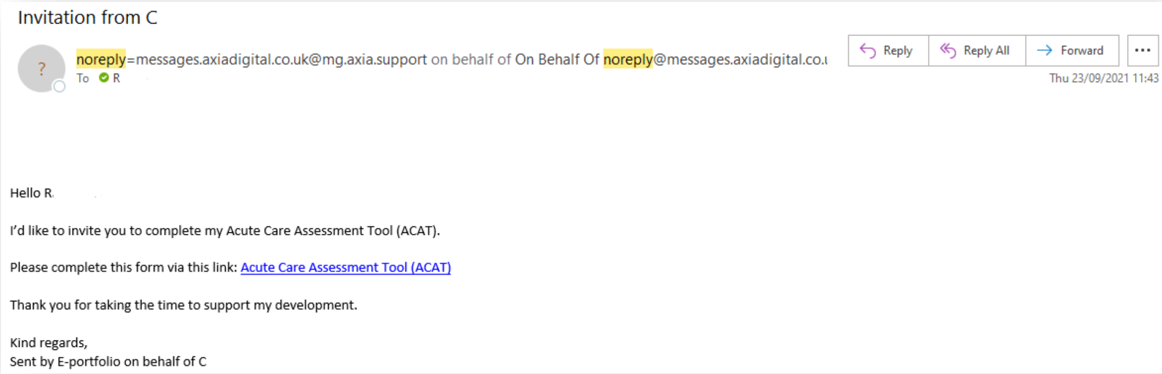
11. You and your educational supervisor/designated prescribing practitioner supervisor can view a read-only version of the tool or form

When you add the ticketed collaborator's email address, it triggers the option to send the form via an email link to them.




The ticketed collaborator will receive an automated email from the E-portfolio; an example is shown below.

Please advise your ticketed collaborator to also check their junk folder as the automated emails can occasionally be filtered out as spam.



Invitation from C

noreply=messages.axiadigital.co.uk@mg.axia.support on behalf of On Behalf Of noreply@messages.axiadigital.co.u

To R

Reply | Reply All | Forward | ...

Thu 23/09/2021 11:43

Hello R.

I'd like to invite you to complete my Acute Care Assessment Tool (ACAT).

Please complete this form via this link: Acute Care Assessment Tool (ACAT)

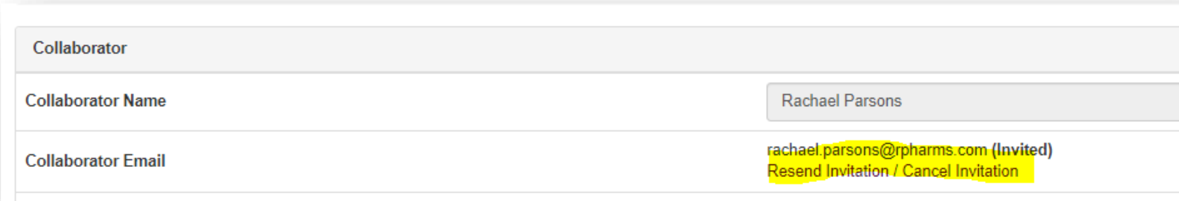
Thank you for taking the time to support my development.

Kind regards,
Sent by E-portfolio on behalf of C

Your ticketed collaborator will have 28 days to provide feedback with the e-ticketing process.

**NOTE**: The E-portfolio does not display details of when the invitation was sent, therefore you will need to log in on a regular basis and check whether your ticketed collaborator has provided feedback.

You can re-send them reminders if the email has not been received or has been deleted in error. If you have entered the incorrect email address, you can cancel the invitation, enter in the correct email, and send a new ticket invitation.



| Collaborator | |
|---|---|
| Collaborator Name | Rachael Parsons |
| Collaborator Email | rachael.parsons@rpharms.com (Invited)<br>Resend Invitation / Cancel Invitation |

If your ticketed collaborator is not able to provide feedback, you have the option of sending the invitation to another ticketed collaborator. Simply cancel the invitation and enter in the details for the alternative ticketed collaborator.

**NOTE**: If you cancel the invitation, the email to your original ticketed collaborator will no longer work and if they try to access the form or tool, they will receive a message informing them that they do not have access.

When you have sent a ticket it will appear in your list of created tickets at the top of the supervised learning event summary page.

Created Tickets

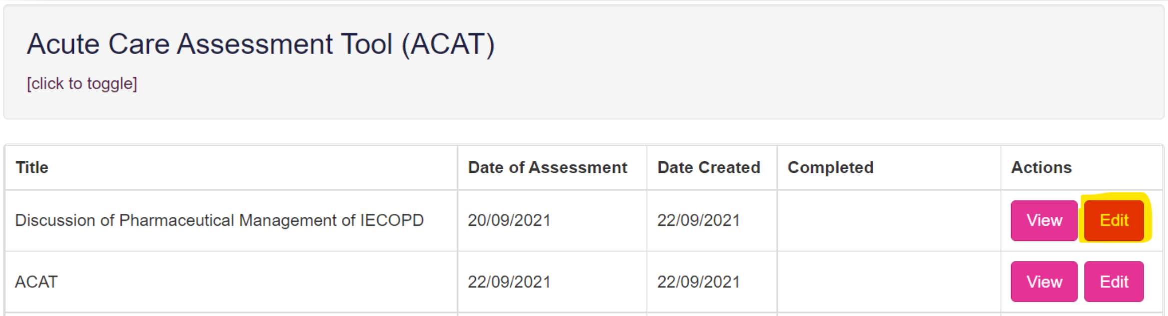
| Date Invited | Recipient | Form | Status |
|---|---|---|---|
| 13/10/2021 | rachael.parsons@rpharms.com | Acute Care Assessment Tool (ACAT) | Sent |

When the ticketed collaborator has completed the form, the status will change to submitted.

## 7.3 Editing and viewing tools and forms

You can edit any tools and forms by selecting “**Edit”** within the tool/form summary page.

You will be able to make edits until you mark the form as complete.



Acute Care Assessment Tool (ACAT)

[click to toggle]

| Title | Date of Assessment | Date Created | Completed | Actions |
|---|---|---|---|---|
| Discussion of Pharmaceutical Management of IECOPD | 20/09/2021 | 22/09/2021 | | View Edit |
| ACAT | 22/09/2021 | 22/09/2021 | | View Edit |

## 7.4 Marking tools and forms complete

When the tool or form doesn’t require any further input, you are able to mark it as complete by selecting “**Update and Complete Record”**.


Once a tool or form is marked as complete it will only appear in **“View”** mode, and details of who it was signed off by (and the date it was signed off) will be populated in the ‘Completed’ column. **After the tool or form has been marked as complete it cannot be edited.**

| | | | | |
|---|---|---|---|---|
| Discussion of complex Stroke Patient | 20/09/2021 | 21/09/2021 | J on 21/09/2021 | View |
| Discussion of a Cardiology Patient | 20/09/2021 | 20/09/2021 | J on 20/09/2021 | View |

Start New Form

Supervised learning events and file uploads that have been started or marked as complete will be included in the framework summary count for the outcomes they have mapped to (see section 4.2).

You can view any tools and forms by selecting **"View"** within the tool/ form summary page. This will display a read only version of the record.

Acute Care Assessment Tool (ACAT)

[click to toggle]

| Title | Date of Assessment | Date Created | Completed | Actions |
|---|---|---|---|---|
| Discussion of Pharmaceutical Management of IECOPD | 20/09/2021 | 22/09/2021 | | View Edit |
| ACAT | 22/09/2021 | 22/09/2021 | | View Edit |

**NOTE**: There is no functionality to delete records within the E-portfolio. If you create a record in error, you can edit and update the record to reflect another activity conducted in practice.

## 8. Assessment tools including supervised learning events

A range of assessment tools, including supervised learning events, are included in the E-portfolio to demonstrate your learning and competence against the outcomes and descriptors. The following tools are included in the RPS post-registration foundation E-portfolio:

**Supervised learning events**

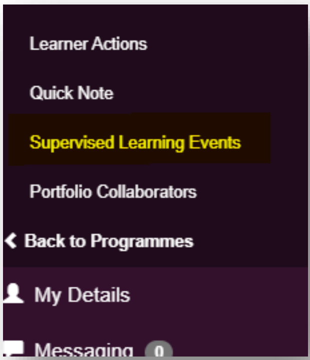
- Acute care assessment tool (ACAT)
- Case Based Discussion (CbD)
- Case presentation (CP)
- Clinical Evaluation Exercise (mini-CEX)
- Direct Observation of Non-Practical Skills (DONCS)
- Direct Observation of Practical Skills (DOPS)
- Journal Club Presentation (JCP)
- Leadership assessment skills (LEADER)
- Quality Improvement Project Assessment Tool (QIPAT)
- Teaching Observation (TO)

**Other tools**

- Reflective Account (RA)
- Patient Survey (PS) – *coming soon*
- Multi-Source Feedback tool (MSF) – *coming soon*

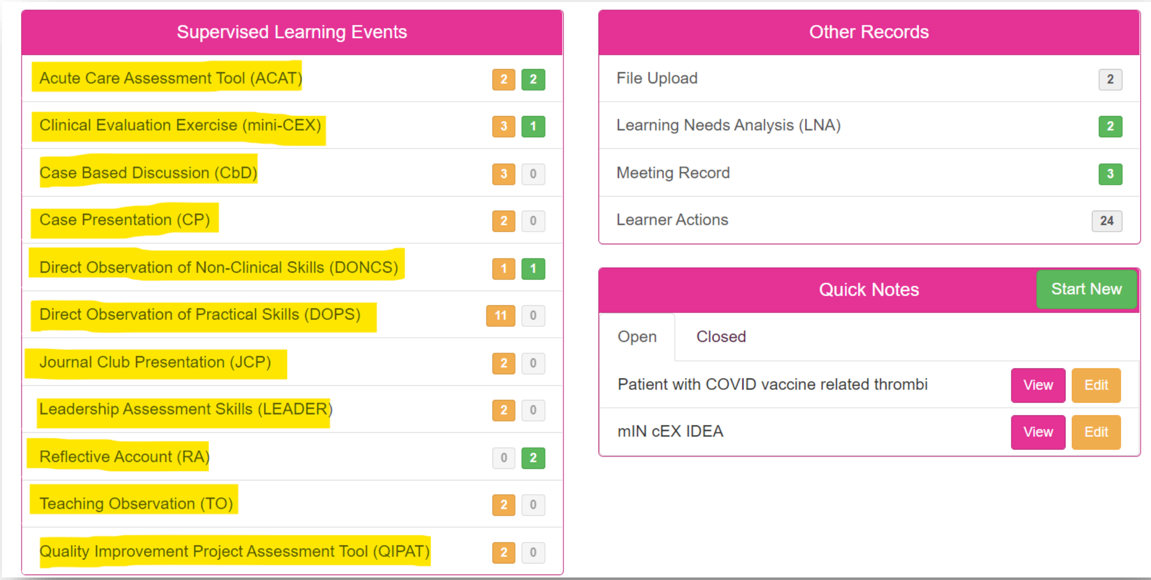
These tools should be completed with your educational supervisor, designated prescribing practitioner or a ticketed collaborator. They are a record of feedback given from a collaborator on a learning event and allow you to demonstrate progress against the curriculum outcomes and clinical assessment skills. The collaborator will either directly observe you in practice or will have a discussion with you about a clinical / non-clinical encounter you have been involved in. They will provide you with feedback on how well you have demonstrated specific knowledge, skills, or attributes, and help to identify your learning and development needs.

Most of these tools can be accessed by selecting "**Supervised Learning Events"** in the navigation menu.




Supervised learning events can also be accessed directly from the dashboard.

Click on the tool you wish to access. You will then be directed to the summary page for that tool.

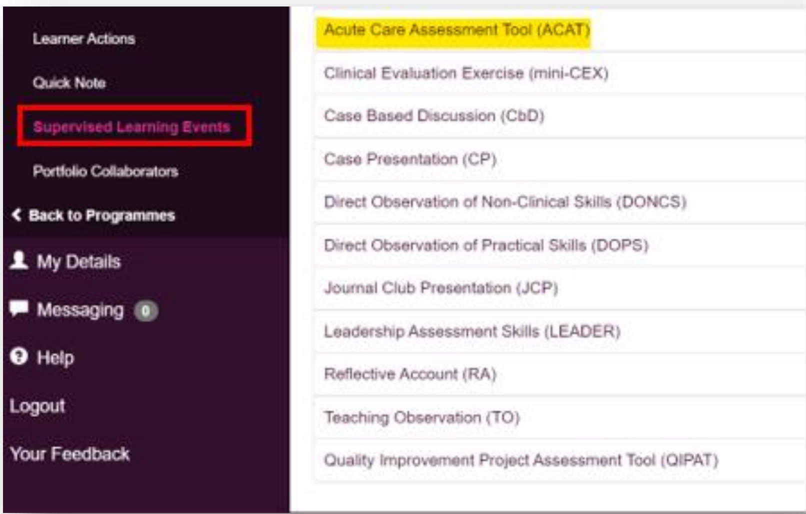



## 8.1 Acute care assessment tool (ACAT)

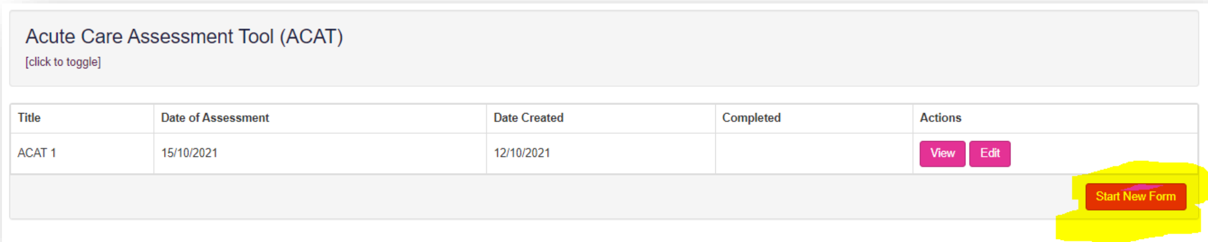
This tool is an evaluation of your clinical assessment and management, decision making, team working, time management, record keeping, prioritisation and handover over a continuous period of time across multiple patients.

### 8.1.1 Creating and completing an Acute Care Assessment Tool

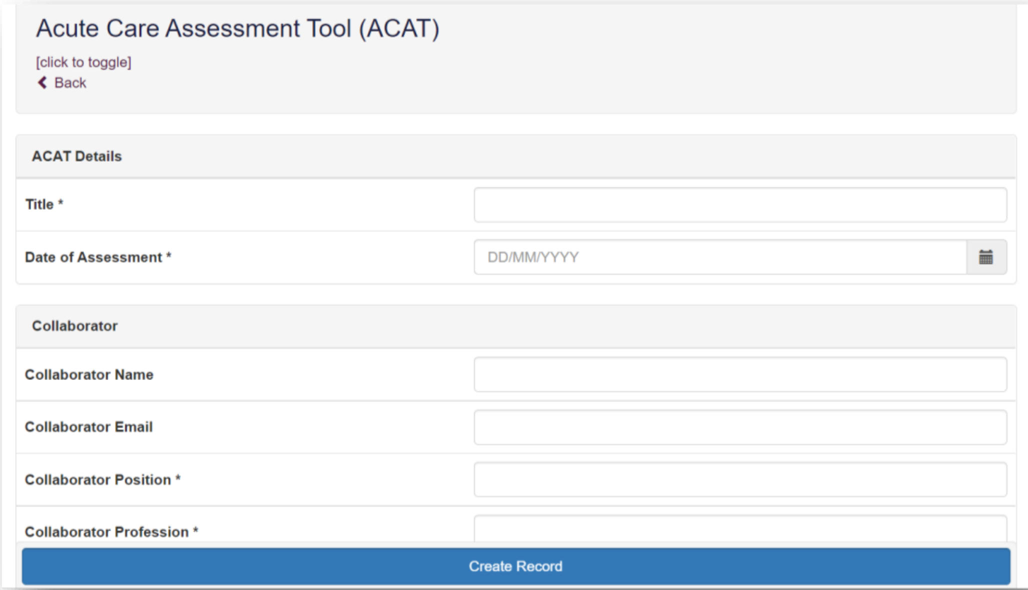
On the menu, select "**Supervised Learning Events"** then "**Acute care assessment tool (ACAT)**" or select "**Acute care assessment tool"** from the dashboard.



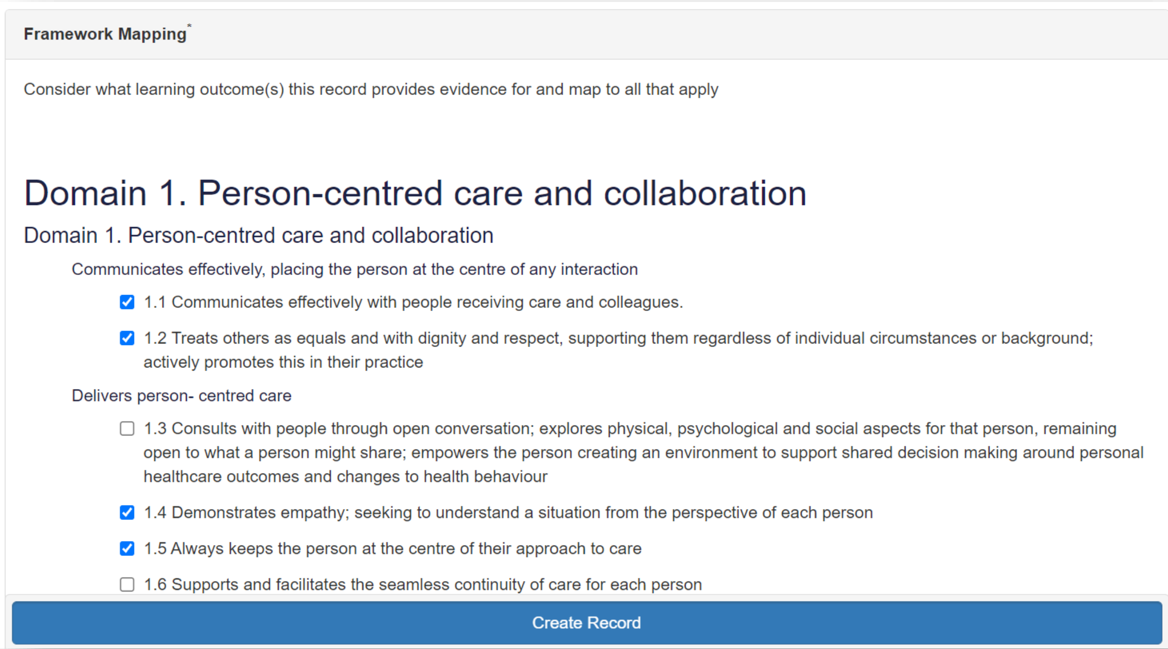
Select “**Start New Form**” to create a new record.




The ‘Acute Care Assessment Tool’ form will appear. Complete the required fields as instructed EXCEPT the ‘Collaborator Email’ field which triggers the ticketed process.



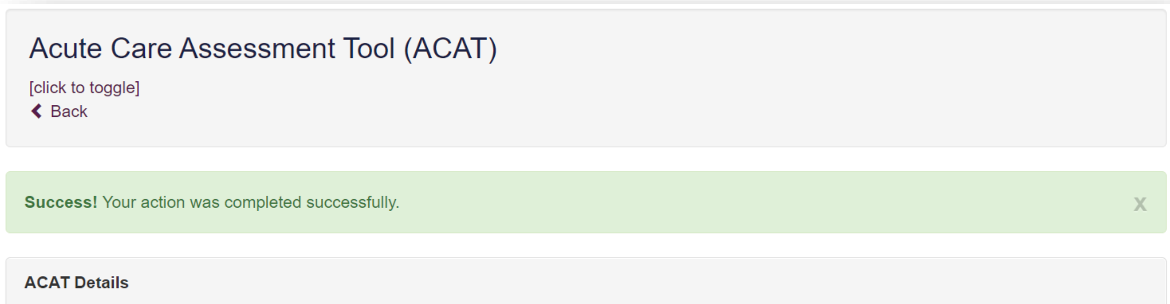

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.




**NOTE**: You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

Continue and complete the rest of the form as instructed. When you have completed the mandatory fields, select "**Create record**".


You will receive confirmation that the record has been saved and created.



You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

Your educational supervisor or designated prescribing practitioner will complete their sections of the form and either you or your collaborator will populate the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in "**Learner Actions"**.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

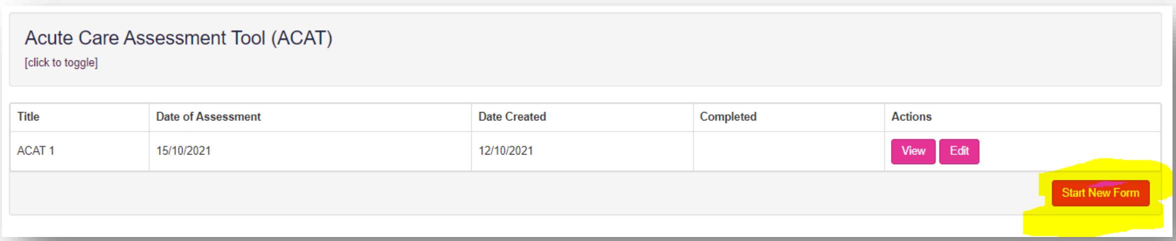
If at any point you want to **save any edits** made to the form, select "**Update Record".**

When the form is finished, select "**Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

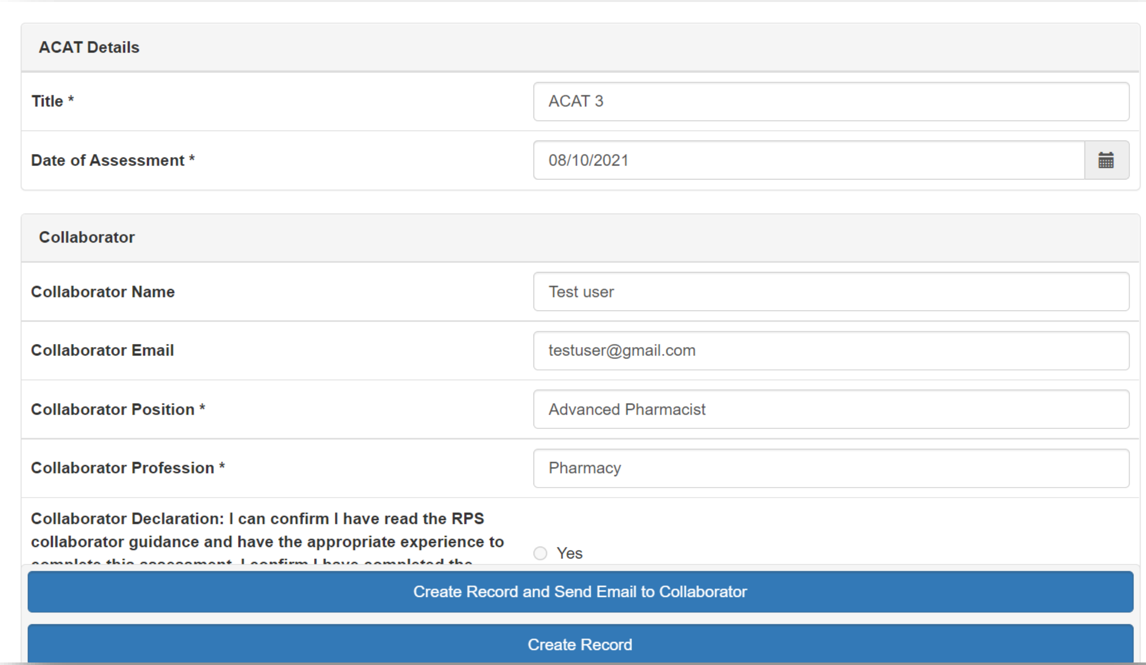

### 8.1.2 Seeking feedback on an Acute Care Assessment Tool via a ticket

On the menu, select "**Supervised Learning Events"** then "**Acute care assessment tool (ACAT)**" or select "**Acute care assessment tool"** from the dashboard.

Select "**Start New Form**" to create a new record.




The 'Acute Care Assessment tool' form will appear. Complete the required fields as instructed INCLUDING the collaborator email address field.


ACAT Details

| | |
|---|---|
| Title * | ACAT 3 |
| Date of Assessment * | 08/10/2021 |

Collaborator

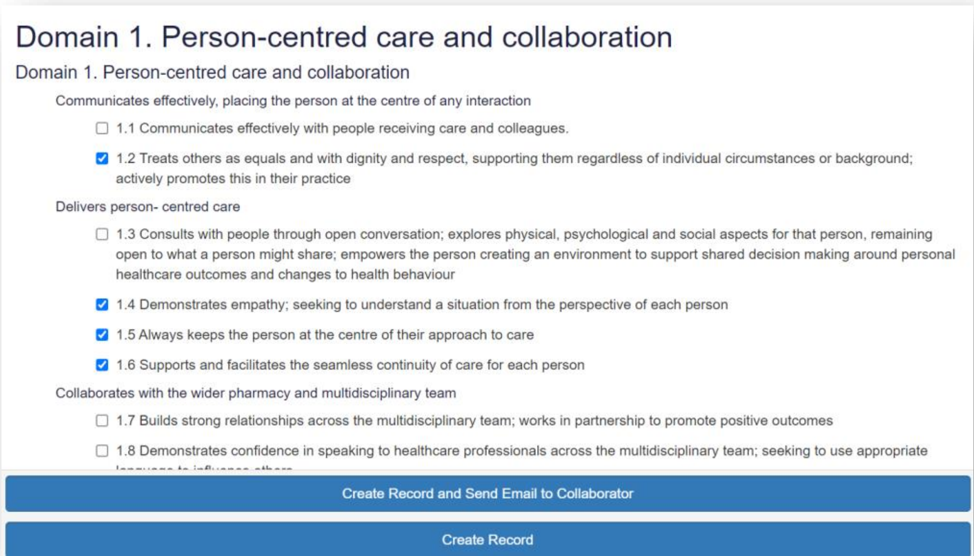
| | |
|---|---|
| Collaborator Name | Test user |
| Collaborator Email | testuser@gmail.com |
| Collaborator Position * | Advanced Pharmacist |
| Collaborator Profession * | Pharmacy |
| Collaborator Declaration: I can confirm I have read the RPS collaborator guidance and have the appropriate experience to | Yes |

Create Record and Send Email to Collaborator

Create Record

**NOTE**: You will notice that there are rating fields that you will not be able to complete. These are fields for your collaborators.

Continue and complete the rest of the form as instructed. Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.


Domain 1. Person-centred care and collaboration

Domain 1. Person-centred care and collaboration

Communicates effectively, placing the person at the centre of any interaction

- [ ] 1.1 Communicates effectively with people receiving care and colleagues.
- [x] 1.2 Treats others as equals and with dignity and respect, supporting them regardless of individual circumstances or background; actively promotes this in their practice

Delivers person- centred care

- [ ] 1.3 Consults with people through open conversation; explores physical, psychological and social aspects for that person, remaining open to what a person might share; empowers the person creating an environment to support shared decision making around personal healthcare outcomes and changes to health behaviour
- [x] 1.4 Demonstrates empathy; seeking to understand a situation from the perspective of each person
- [x] 1.5 Always keeps the person at the centre of their approach to care
- [x] 1.6 Supports and facilitates the seamless continuity of care for each person

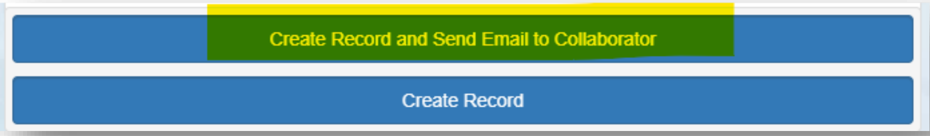
Collaborates with the wider pharmacy and multidisciplinary team

- [ ] 1.7 Builds strong relationships across the multidisciplinary team; works in partnership to promote positive outcomes
- [ ] 1.8 Demonstrates confidence in speaking to healthcare professionals across the multidisciplinary team; seeking to use appropriate

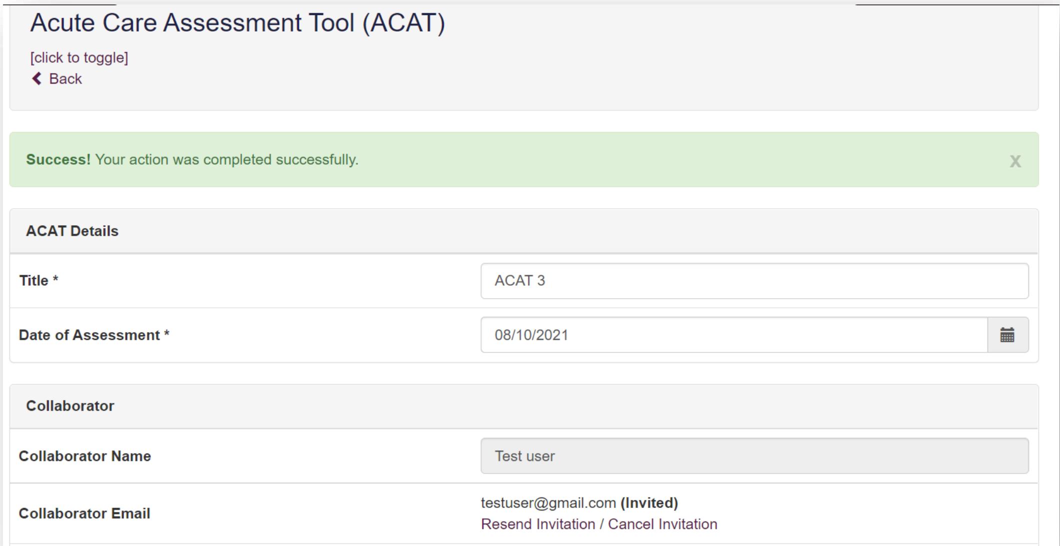
Create Record and Send Email to Collaborator

Create Record

When you have completed all the required fields, select **"Create Record and Send Email to Collaborator".**




The form will update, and you will receive confirmation that the email has been sent.




Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

Your educational supervisor or designated prescribing practitioner will complete any additional fields on the form, and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions**'.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select "**Update Record".**

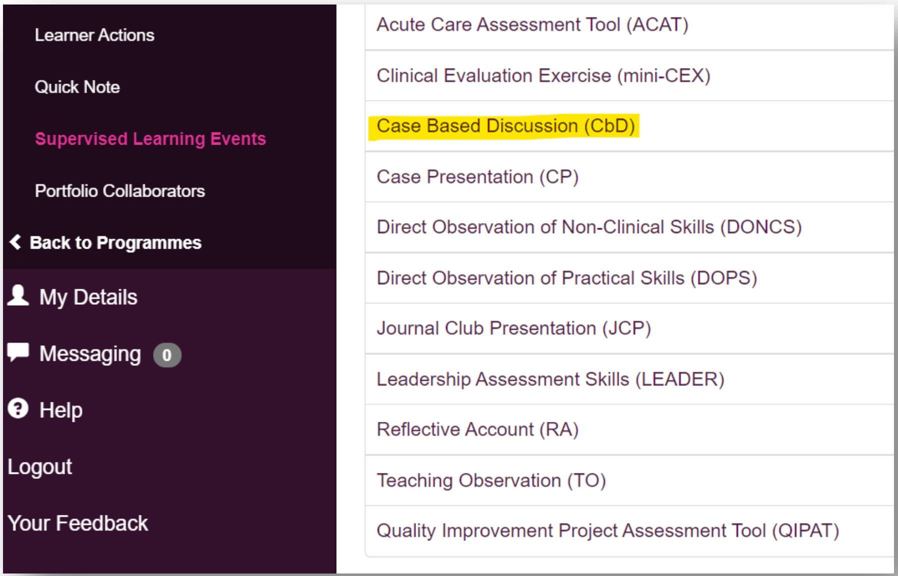
When the form is finished, select "**Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

## 8.2 Case Based Discussion (CbD)

This tool is a retrospective evaluation of your input into patient care. It is a structured discussion undertaken remotely from the patient(s) and is used to explore the clinical reasoning, decision making and application of complex clinical knowledge in practice.

### 8.2.1 Creating and completing a Case Based Discussion

On the menu, select "**Supervised Learning Events"** then "**Case Based Discussion (CbD)**" or select "**Case Based Discussion (CbD)"** from the dashboard.




Select "**Start New Form**" to create a new record.


The 'Case Based Discussion' form will appear. Complete the required fields as instructed EXCEPT the 'Collaborator Email' field which triggers the ticketed process.

## Case Based Discussion (CbD)

[click to toggle]

Back

**Assessment Details**

| | |
|---|---|
| **Title *** | CbD |
| **Date of Assessment *** | 22/09/2021 |

**Collaborator**

| | |
|---|---|
| **Collaborator Name** | |
| **Collaborator Email** | |
| **Collaborator Position *** | ES |

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

**Framework Mapping***

Consider what learning outcome(s) this record provides evidence for and map to all that apply

### Domain 1. Person-centred care and collaboration

Domain 1. Person-centred care and collaboration

Communicates effectively, placing the person at the centre of any interaction

- [x] 1.1 Communicates effectively with people receiving care and colleagues.
- [x] 1.2 Treats others as equals and with dignity and respect, supporting them regardless of individual circumstances or background; actively promotes this in their practice

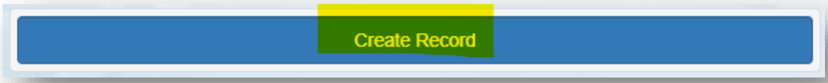
Delivers person- centred care

- [ ] 1.3 Consults with people through open conversation; explores physical, psychological and social aspects for that person, remaining open to what a person might share; empowers the person creating an environment to support shared decision making around personal healthcare outcomes and changes to health behaviour
- [x] 1.4 Demonstrates empathy; seeking to understand a situation from the perspective of each person
- [x] 1.5 Always keeps the person at the centre of their approach to care
- [ ] 1.6 Supports and facilitates the seamless continuity of care for each person

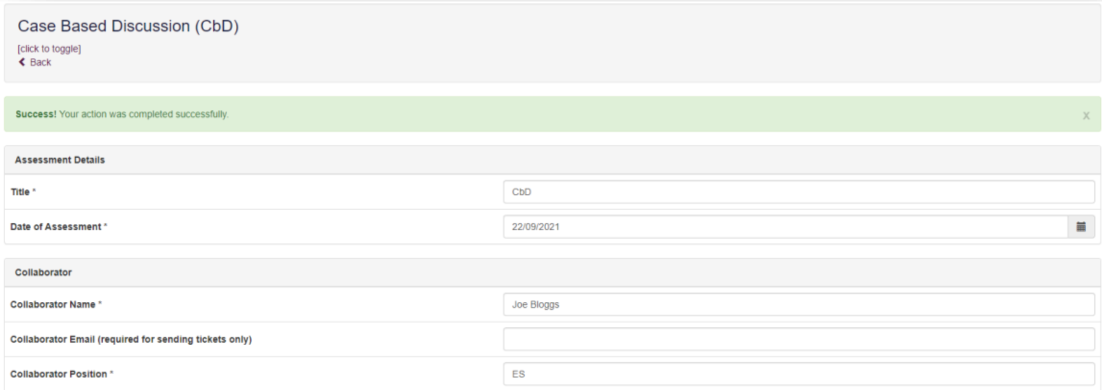
Create Record

**NOTE**: You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

Continue and complete the rest of the form as instructed. When you have completed the mandatory fields, select “**Create record”**.




You will receive confirmation that the record has been saved and created.




You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

Your educational supervisor or designated prescribing practitioner will complete their sections of the form, and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in "**Learner Actions**".

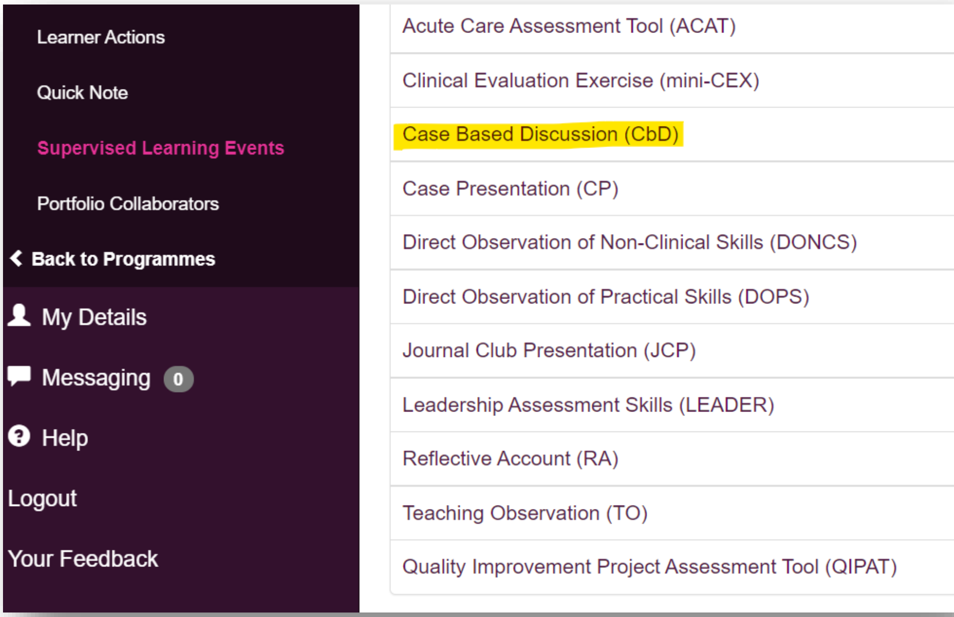
When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select "**Update Record".**

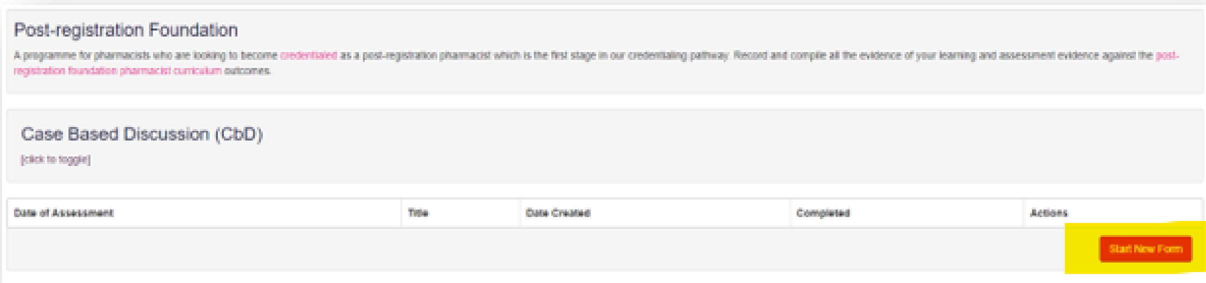
When the form is finished, select "**Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

### 8.2.2 Seeking feedback on a Case Based Discussion via a ticket

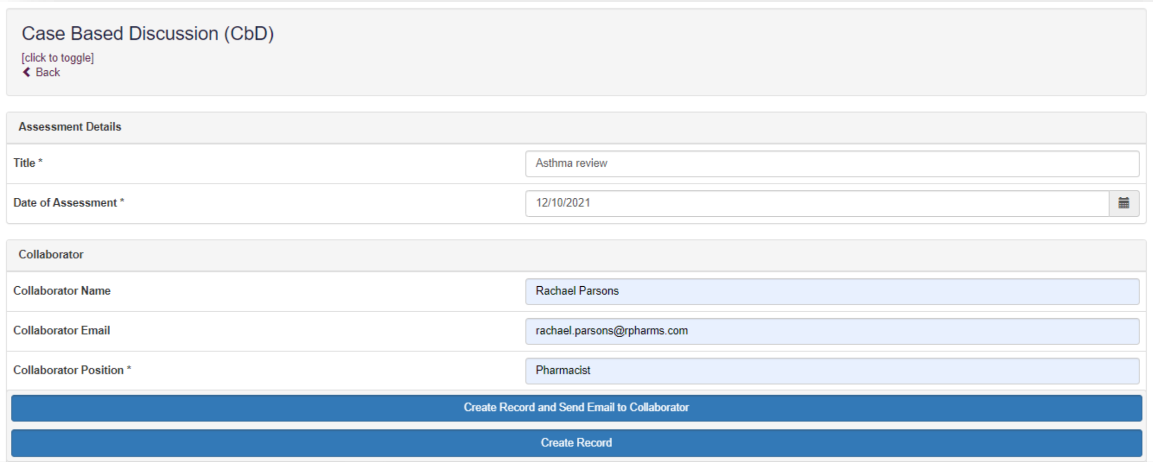
On the menu, select “**Supervised Learning Events”** then “**Case Based Discussion (CbD)**” or select “**Case Based Discussion (CbD)**” from the dashboard.




Select “**Start New Form”** to create a new record.

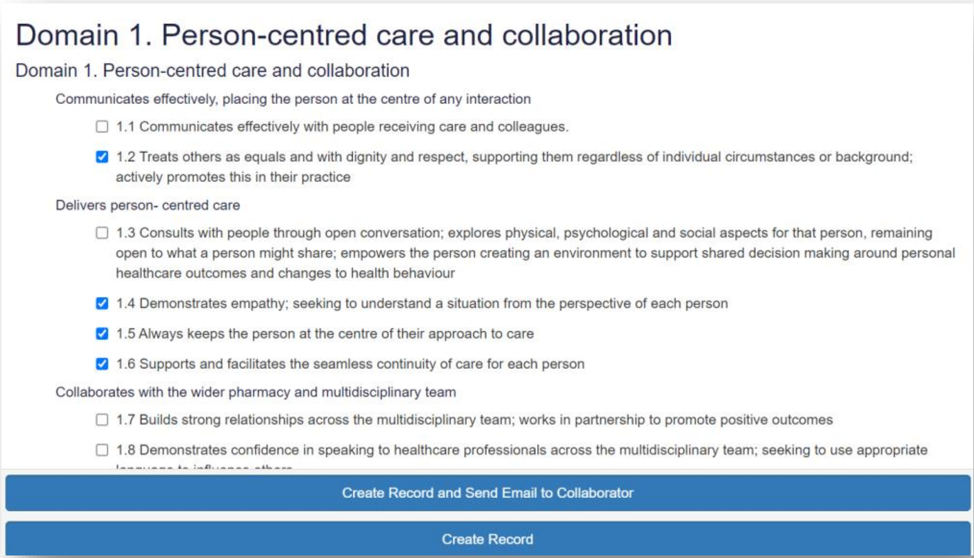



The ‘Case Based Discussion tool’ form will appear. Complete the required fields as instructed INCLUDING the collaborator email address field.

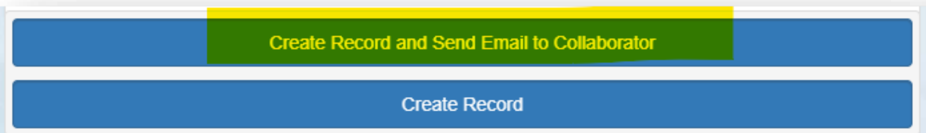



**NOTE**: You will notice that there are rating fields that you will not be able to complete. These are fields for your ticketed collaborators.

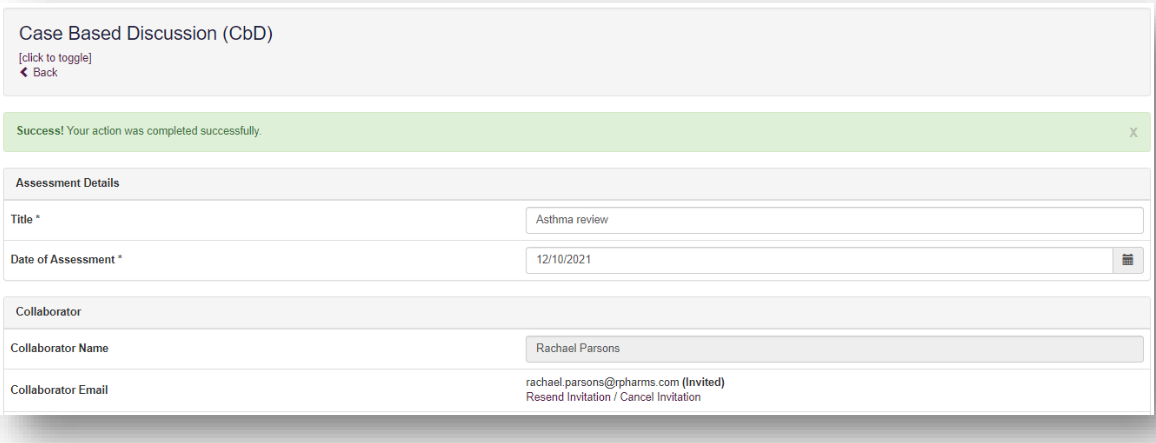
Continue and complete the rest of the form as instructed. Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.




When you have completed all the required fields, select **"Create Record and Send Email to Collaborator"**.



The form will update, and you will receive confirmation that the email has been sent.




Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

Your educational supervisor or designated prescribing practitioner will complete any additional fields on the form, and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions**'.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select "**Update Record".**

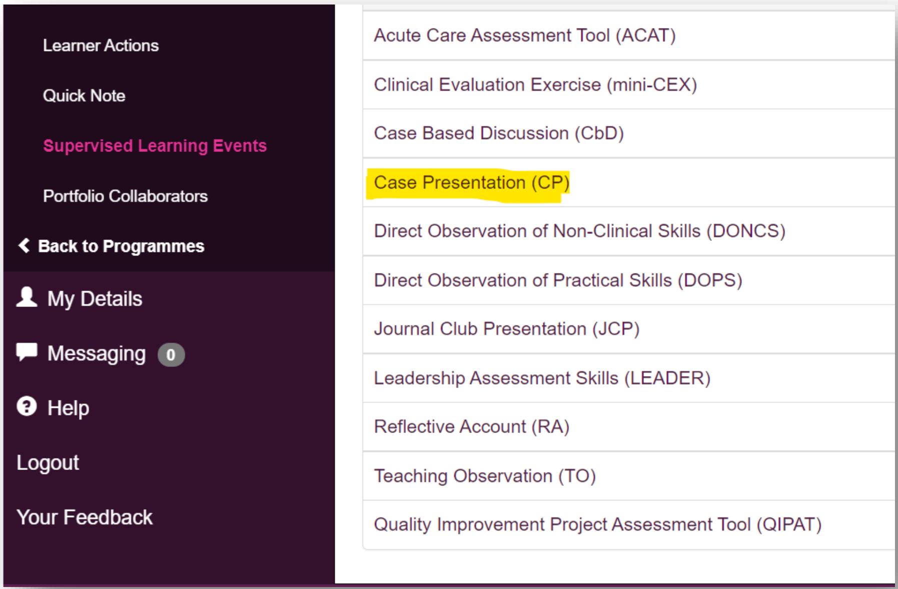
When the form is finished, select "**Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

## 8.3 Case Presentation (CP)

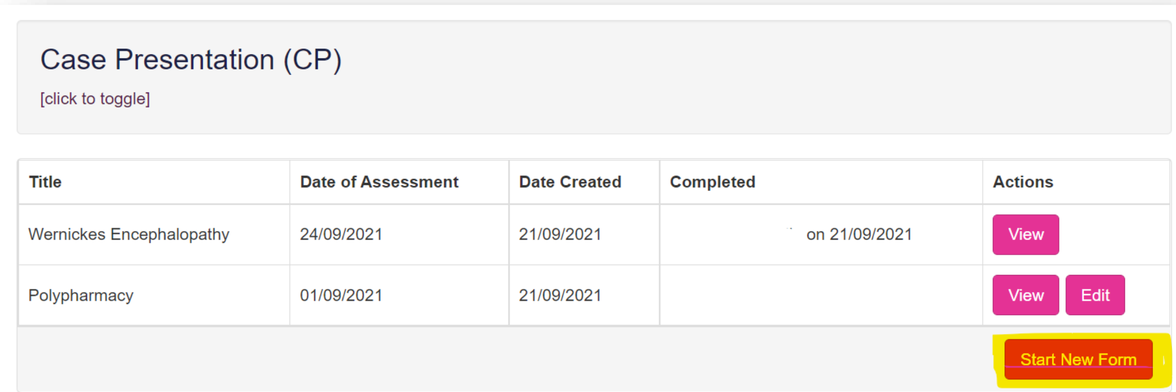
This tool is an evaluation of your ability to effectively present a case to colleagues demonstrating effective clinical assessment and management, decision making, team working and time management.

### 8.3.1 Creating and completing a Case Presentation

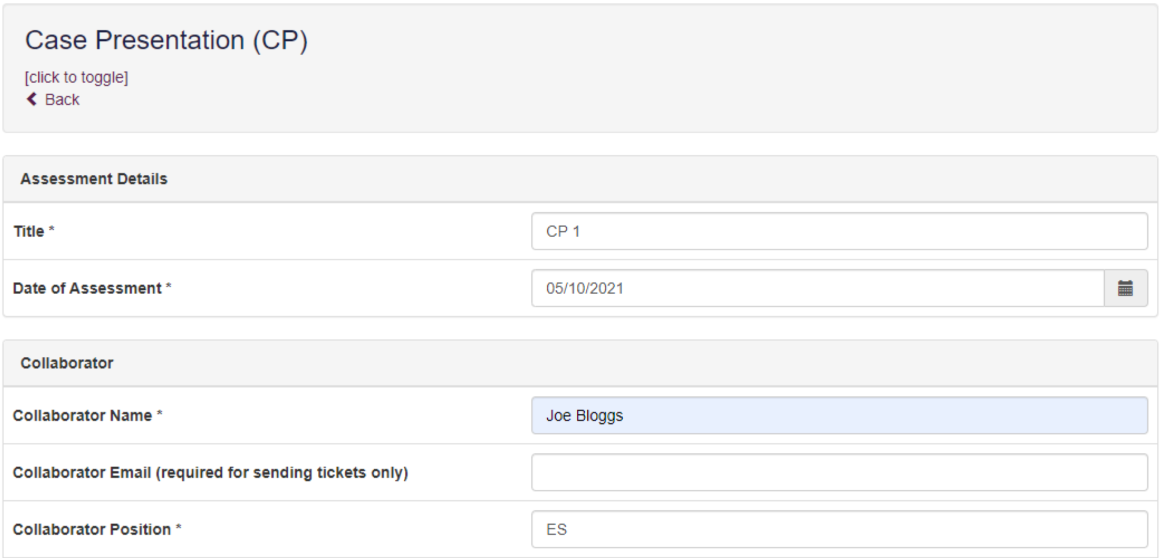
On the menu select “**Supervised Learning Events”** then “**Case presentation (CP)**” or select “**Case presentation (CP)**” from the dashboard.




Select “**Start New Form**” to create a new record.




The form will appear. Complete the required fields as instructed EXCEPT the ‘Collaborator Email’ field which triggers the ticketed process.



Case Presentation (CP)

[click to toggle]

Back

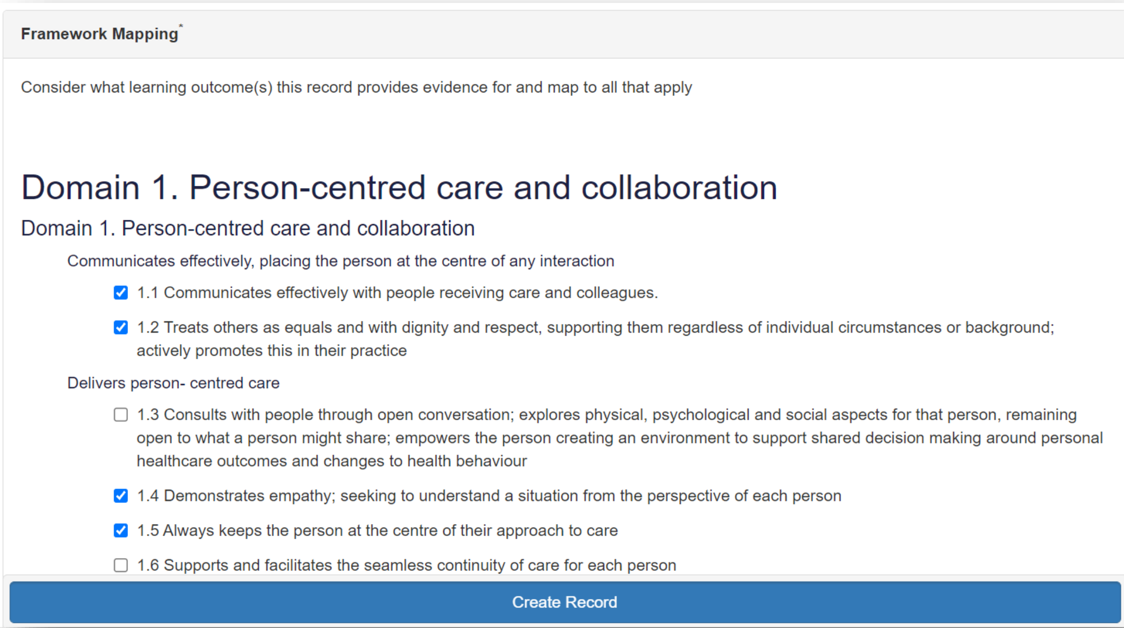
**Assessment Details**

| | |
|---|---|
| Title * | CP 1 |
| Date of Assessment * | 05/10/2021 |

**Collaborator**

| | |
|---|---|
| Collaborator Name * | Joe Bloggs |
| Collaborator Email (required for sending tickets only) | |
| Collaborator Position * | ES |

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.



**Framework Mapping***

Consider what learning outcome(s) this record provides evidence for and map to all that apply

Domain 1. Person-centred care and collaboration

Domain 1. Person-centred care and collaboration

Communicates effectively, placing the person at the centre of any interaction

- [x] 1.1 Communicates effectively with people receiving care and colleagues.
- [x] 1.2 Treats others as equals and with dignity and respect, supporting them regardless of individual circumstances or background; actively promotes this in their practice

Delivers person- centred care

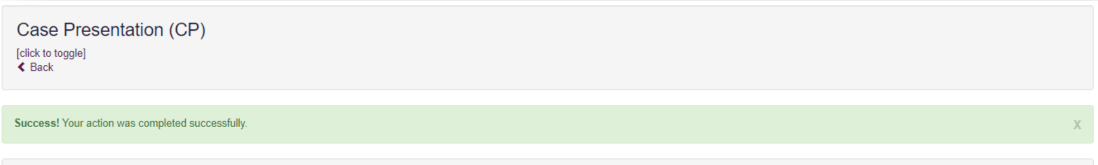
- [ ] 1.3 Consults with people through open conversation; explores physical, psychological and social aspects for that person, remaining open to what a person might share; empowers the person creating an environment to support shared decision making around personal healthcare outcomes and changes to health behaviour
- [x] 1.4 Demonstrates empathy; seeking to understand a situation from the perspective of each person
- [x] 1.5 Always keeps the person at the centre of their approach to care
- [ ] 1.6 Supports and facilitates the seamless continuity of care for each person

Create Record

**NOTE**: You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

Continue and complete the rest of the form as instructed. When you have completed the mandatory fields, select “**Create record”**.


You will receive confirmation that the record has been saved and created.




You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

Your educational supervisor or designated prescribing practitioner will complete their sections of the form and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in “**Learner Actions”**.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

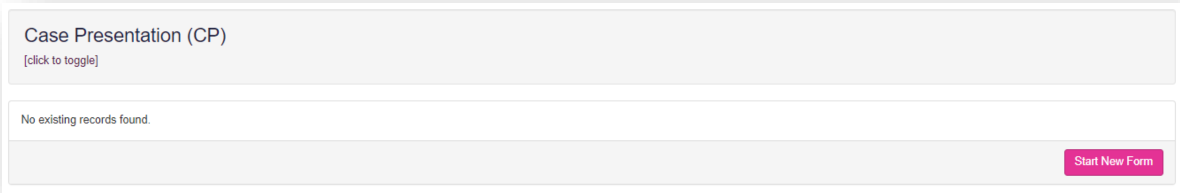
If at any point you want to **save any edits** made to the form, select “**Update Record”**

When the form is finished, select “**Update and Complete Record”** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

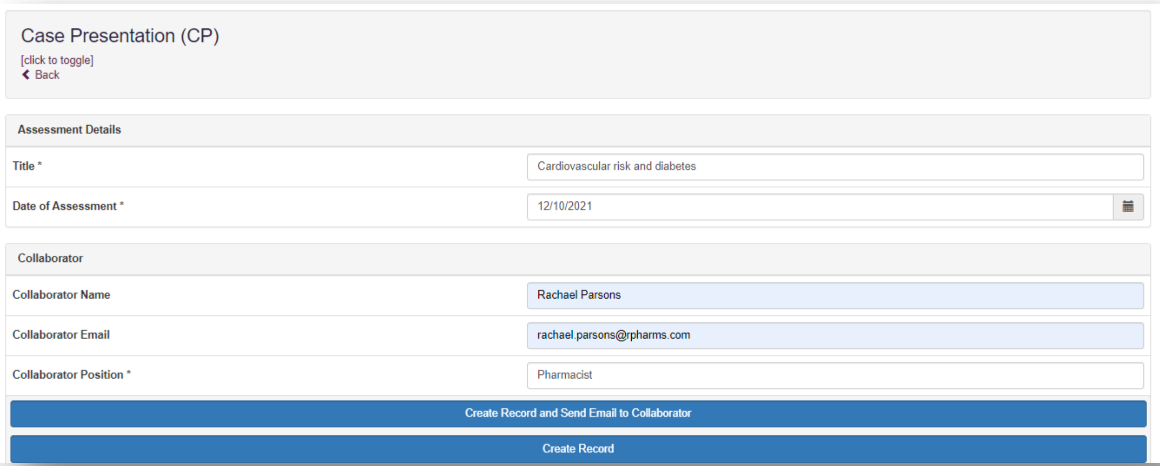
### 8.3.2 Seeking feedback on a Case Presentation via a ticket

On the menu, select “**Supervised Learning Events**” then “**Case presentation (CP)**” or select “**Case presentation (CP)**” from the dashboard.

Select “**Start New Form**” to create a new record.

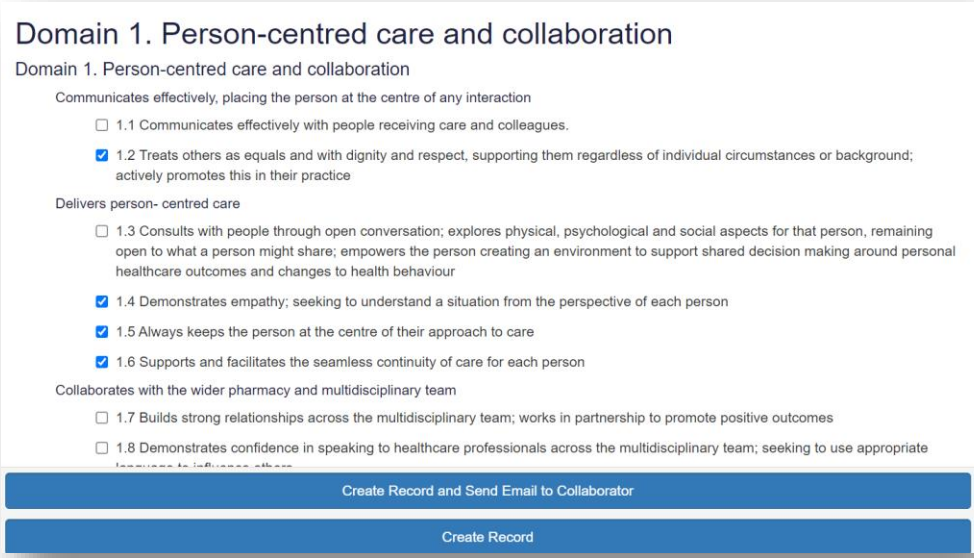



The ‘Case Presentation’ form will appear. Complete the required fields as instructed INCLUDING the collaborator email address field.

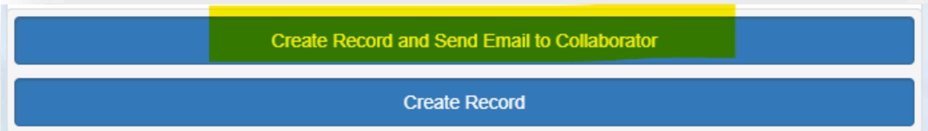



**NOTE**: You will notice that there are rating fields that you will not be able to complete. These are fields for your ticketed collaborators.

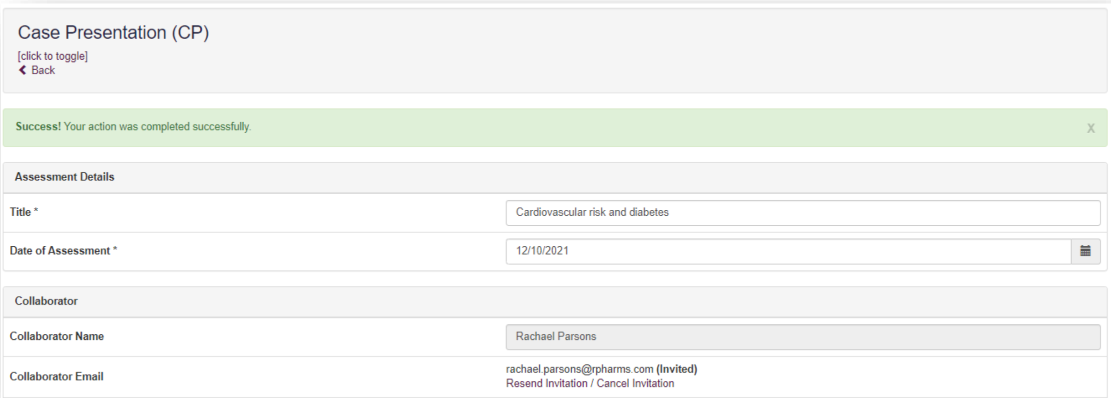
Continue and complete the rest of the form as instructed. Remember to complete the framework mapping.




When you have completed all the required fields, select "**Create Record and Send Email to Collaborator**".




The form will update, and you will receive confirmation that the email has been sent.




Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

Your educational supervisor or designated prescribing practitioner will complete any additional fields on the form, and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions'**.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select "**Update Record".**

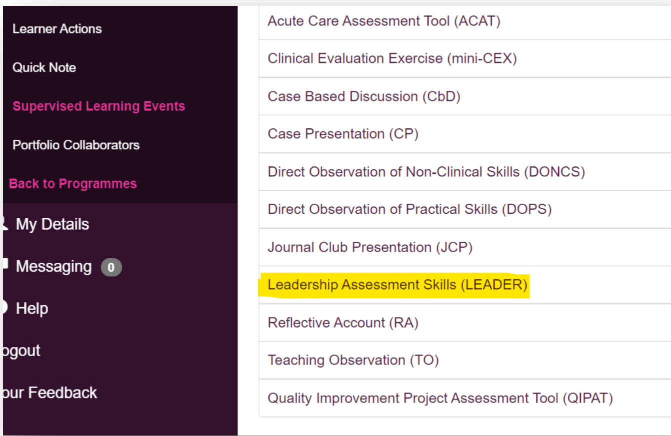
When the form is finished, select "**Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.


## 8.4 Leadership Assessment Skills (LEADER)

This tool is an evaluation of your leadership and team working capabilities.

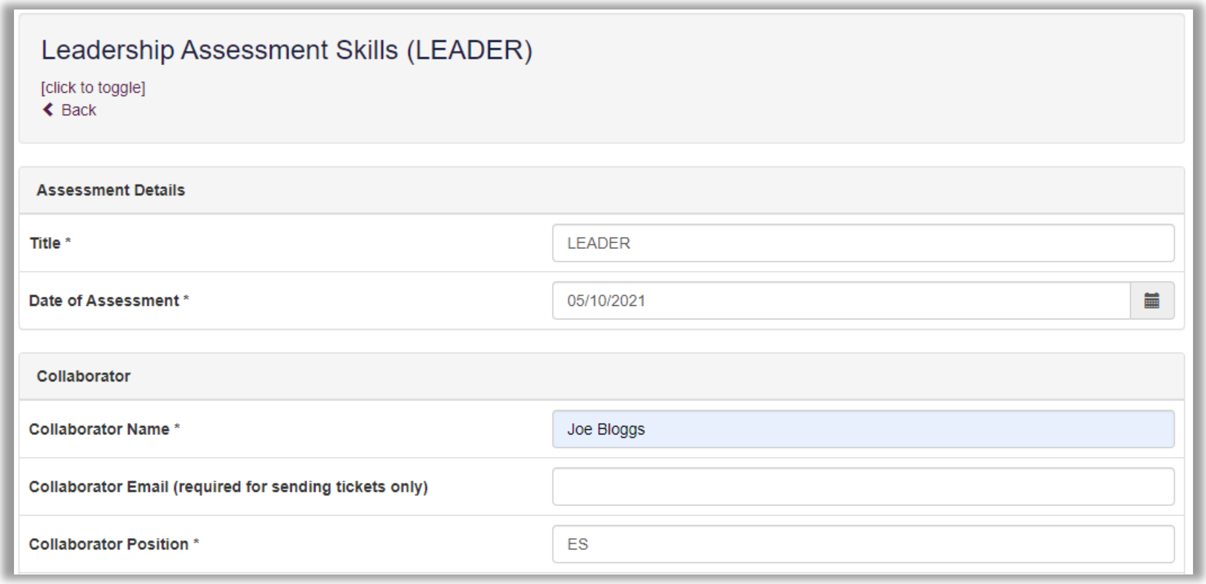
### 8.4.1 Creating and completing a Leadership Assessment Skills

On the menu select "**Supervised Learning Events**" then "**Leadership assessment skills (LEADER)**" or select "**Leadership assessment skills (LEADER)"** from the dashboard.

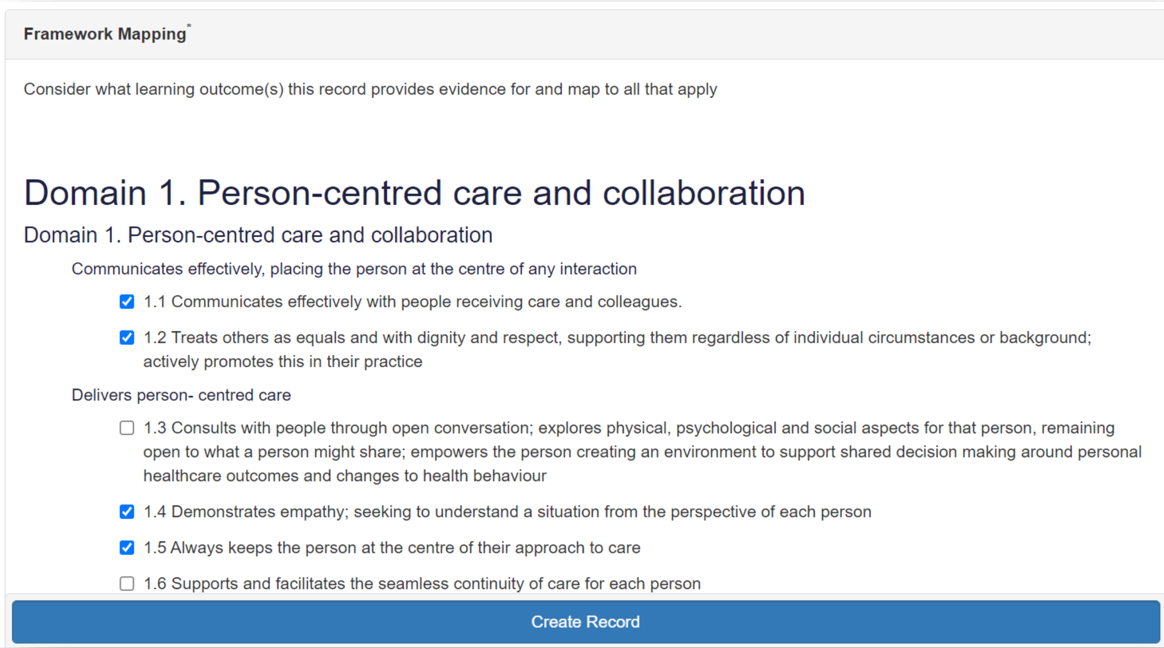



Select "**Start New Form**" to create a new record.


The ‘Leadership Assessment Skills’ form will appear. Complete the required fields as instructed EXCEPT the ‘Collaborator Email’ field which triggers the ticketed process.



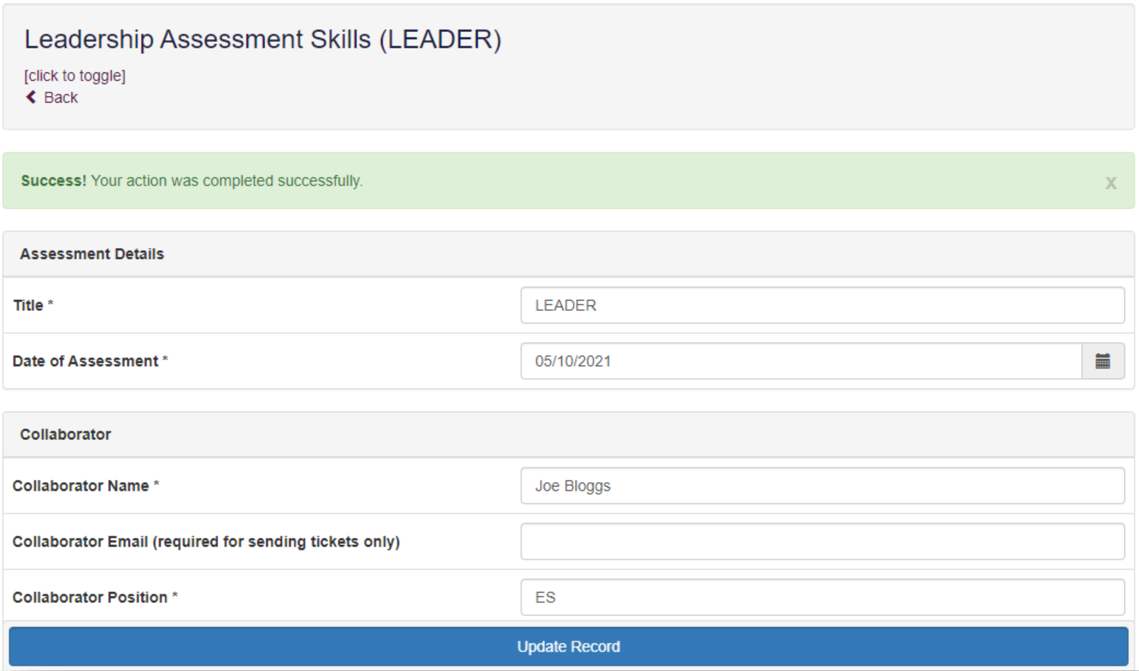

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.




**NOTE**: You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

Continue and complete the rest of the form as instructed. When you have completed the mandatory fields, select "**Create record"**.


You will receive confirmation that the record has been saved and created.




You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

Your educational supervisor or designated prescribing practitioner will complete their sections of the form and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions'**.

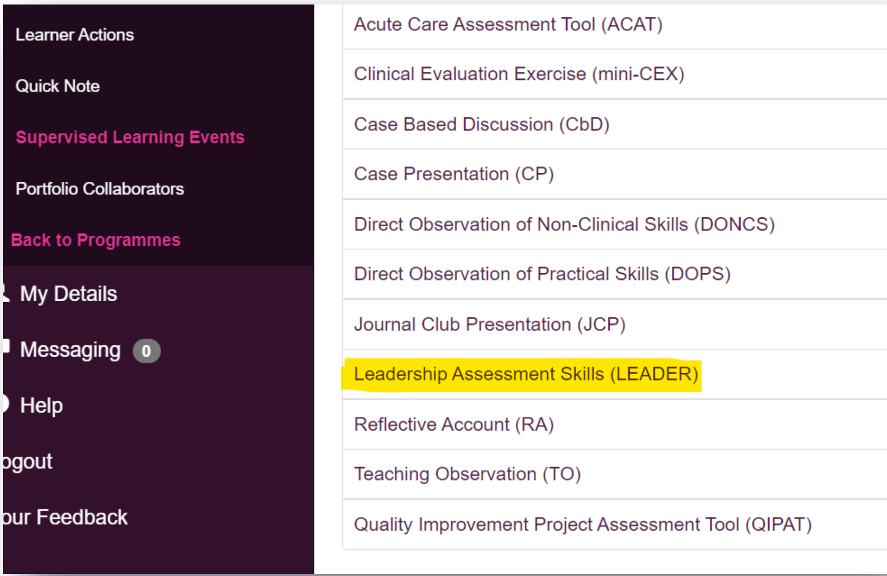
When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select "**Update Record".**

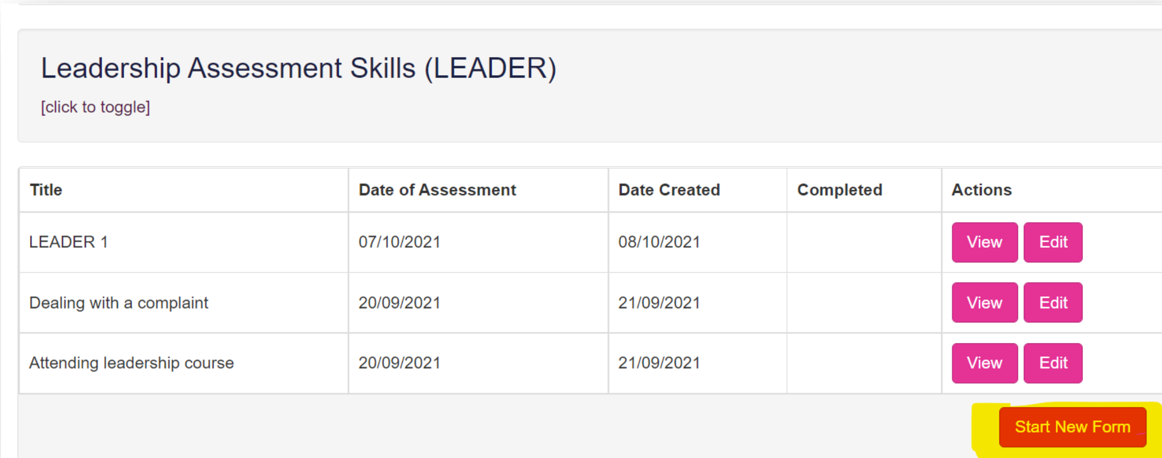
When the form is finished, select "**Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

### 8.4.2 Seeking feedback on a Leadership Assessment Skills via a ticket ii)

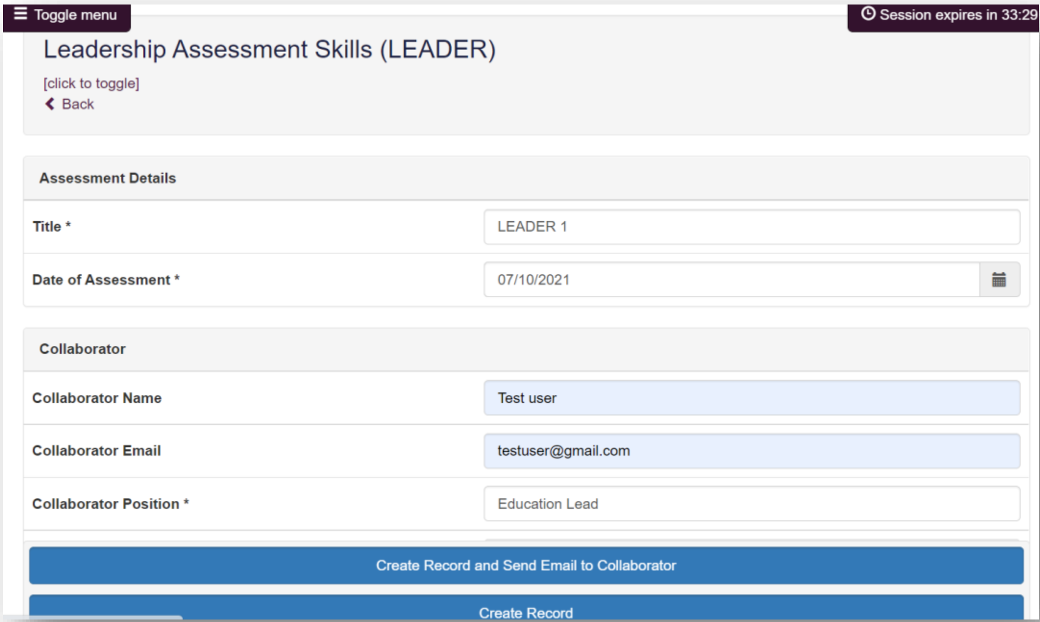
On the menu, select “**Supervised Learning Events”** then “**Leadership Assessment Skills (LEADER)**” or select “**Leadership Assessment Skills**” from the dashboard.




Select “**Start New Form**” to create a new record.

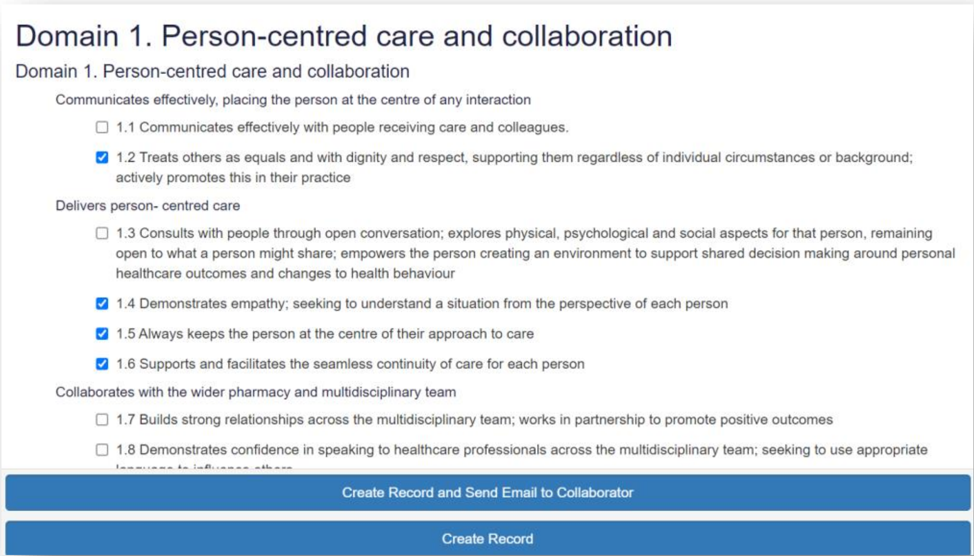



The ‘Leadership Assessment Skills’ form will appear. Complete the required fields as instructed INCLUDING the collaborator email address.



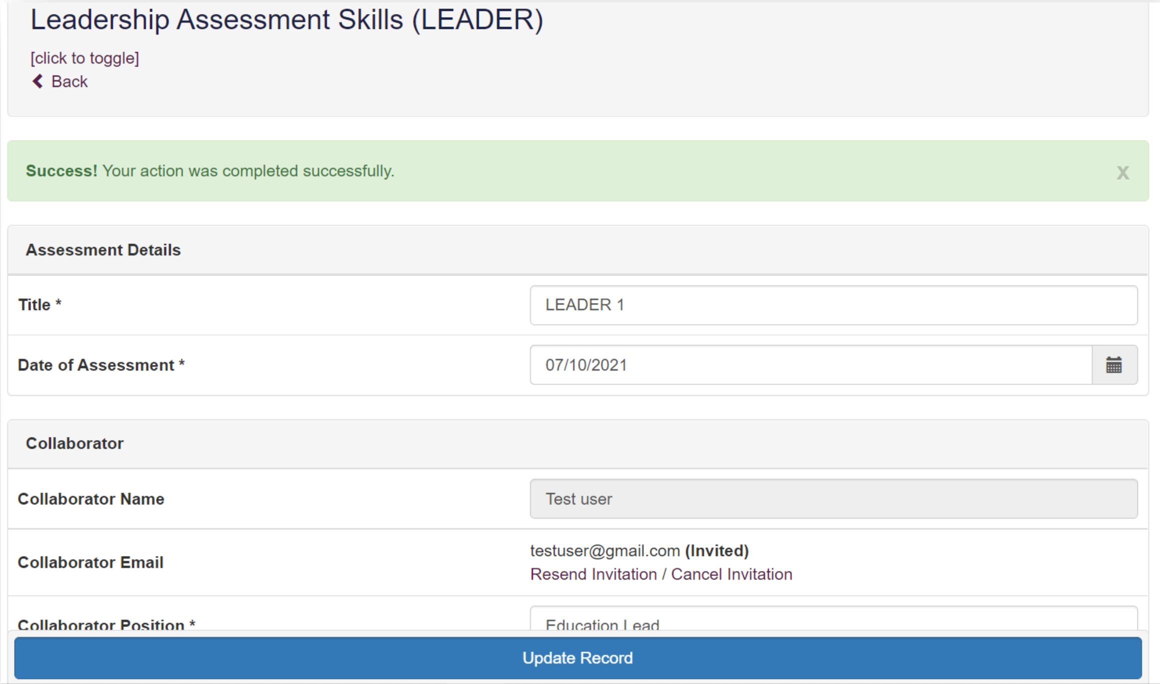

**NOTE**: You will notice that there are rating fields that you will not be able to complete. These are fields for your collaborators.

Continue and complete the rest of the form as instructed. Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.




When you have completed all the required fields, select “**Create Record and Send Email to Collaborator”**.


The form will update, and you will receive confirmation that the email has been sent.




Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

Your educational supervisor or designated prescribing practitioner will complete any additional fields on the form, and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions**'.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select "**Update Record".**

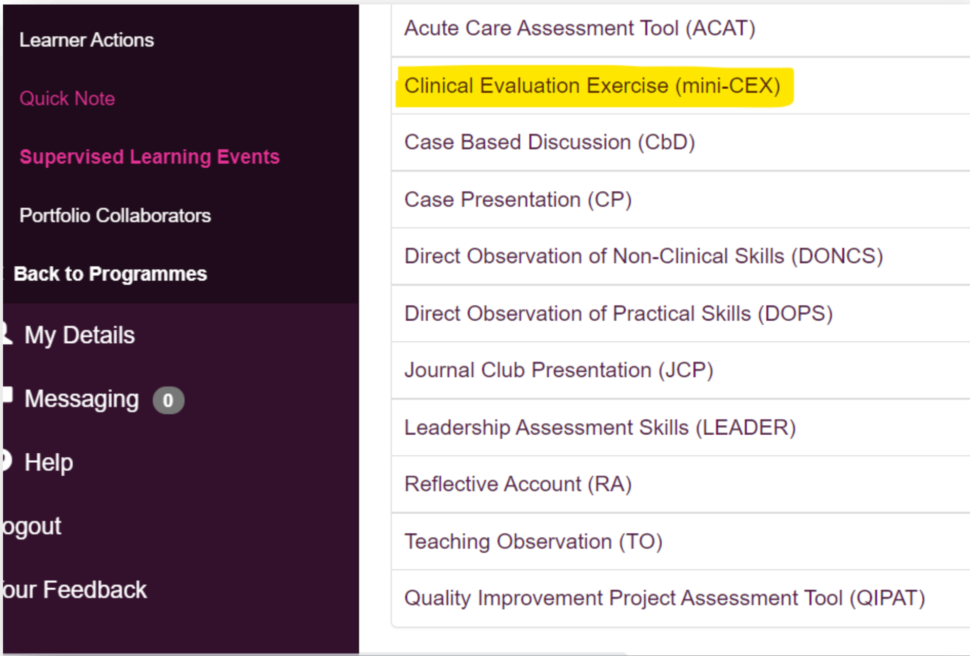
When the form is finished, select "**Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.


## 8.5 Clinical Evaluation Exercise (mini-CEX)

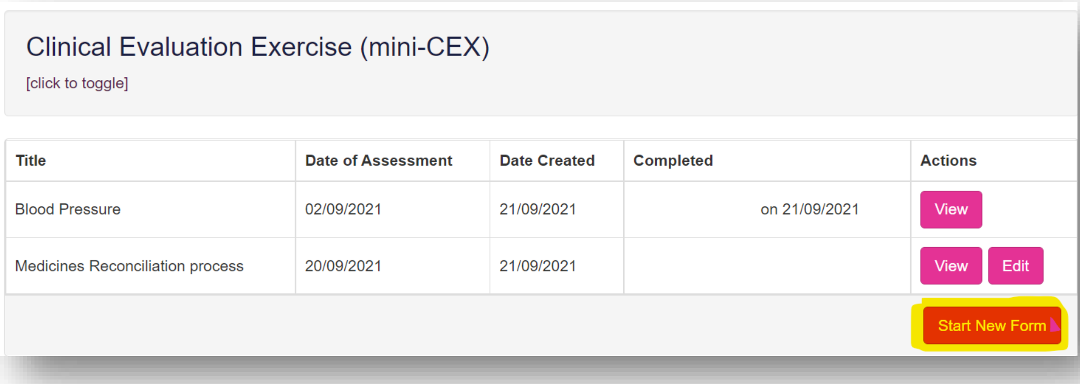
This tool is an evaluation of your global clinical encounter with a patient assessing the synthesis of skills essential for clinical care such as history taking, communication, examination and clinical reasoning.

### 8.5.1 Creating and completing a mini-Clinical Evaluation Exercise

On the menu select "**Supervised Learning Events**" then "**Clinical Evaluation Exercise (mini-CEX)**" or selecting "**Clinical Evaluation Exercise**" from the dashboard.




Select "**Start New**" to create a new record.



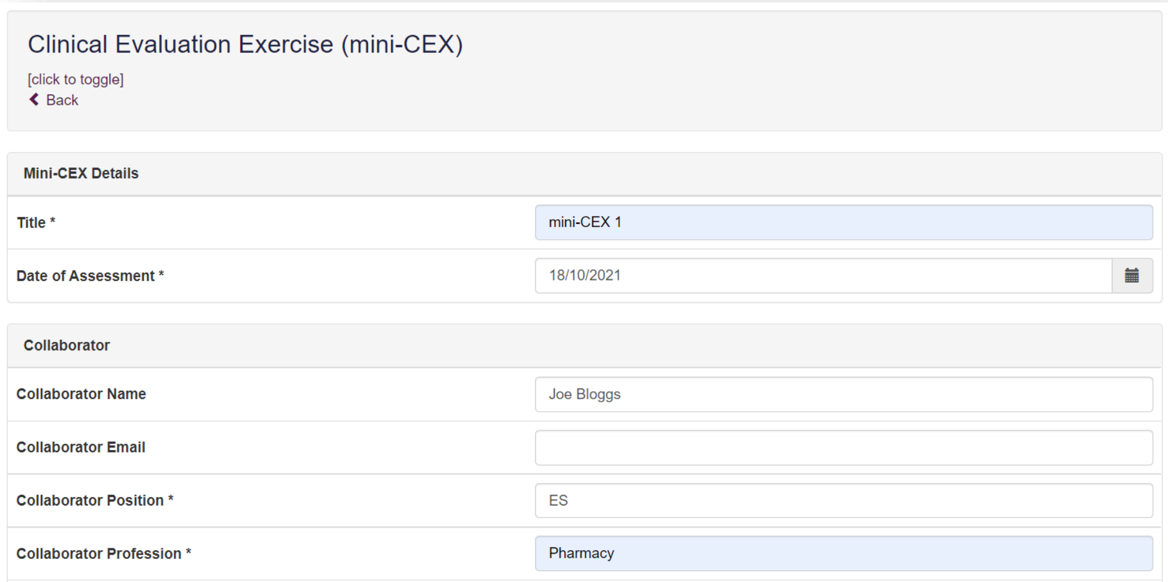
Clinical Evaluation Exercise (mini-CEX)

[click to toggle]

| Title | Date of Assessment | Date Created | Completed | Actions |
|---|---|---|---|---|
| Blood Pressure | 02/09/2021 | 21/09/2021 | on 21/09/2021 | View |
| Medicines Reconciliation process | 20/09/2021 | 21/09/2021 | | View Edit |

Start New Form

The ‘Clinical Evaluation Form’ form will open. Complete the required fields as instructed EXCEPT the ‘Collaborator Email’ field which triggers the ticketed process.



Clinical Evaluation Exercise (mini-CEX)

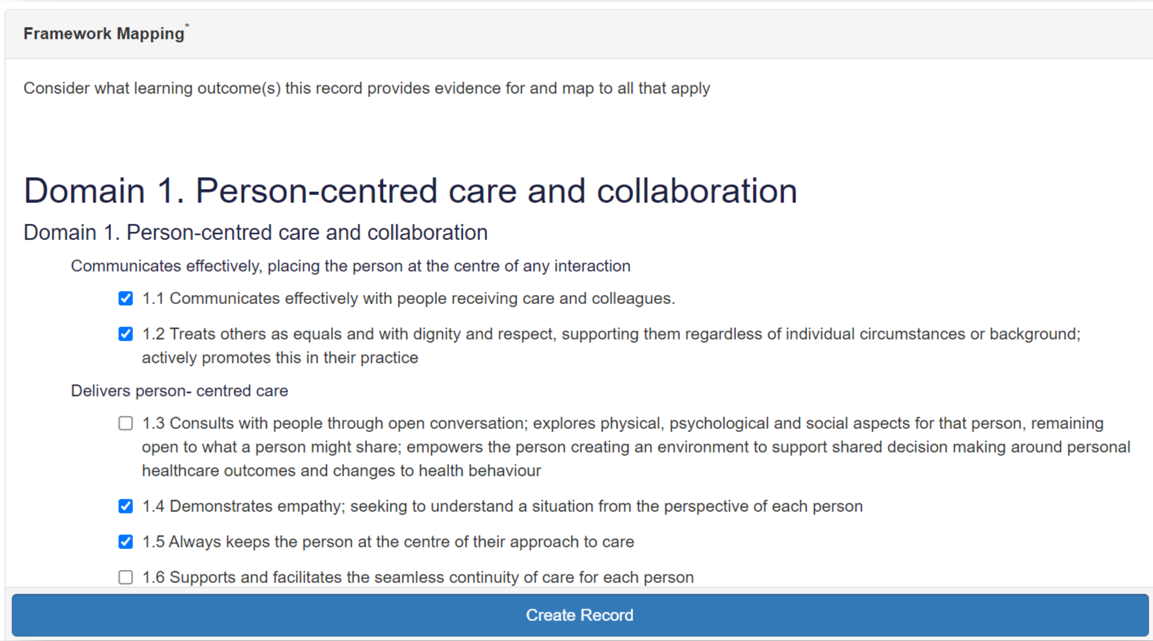
[click to toggle]

Back

| Mini-CEX Details | |
|---|---|
| Title * | mini-CEX 1 |
| Date of Assessment * | 18/10/2021 |

| Collaborator | |
|---|---|
| Collaborator Name | Joe Bloggs |
| Collaborator Email | |
| Collaborator Position * | ES |
| Collaborator Profession * | Pharmacy |

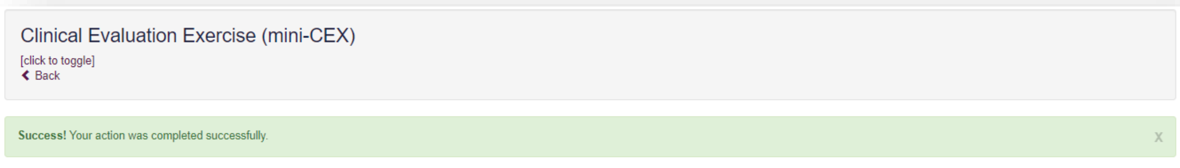
Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.




**NOTE**: You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

Continue and complete the rest of the form as instructed. When you have completed the mandatory fields, select "**Create record"**.


You will receive confirmation that the record has been saved and created.



You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

Your educational supervisor or designated prescribing practitioner will complete their sections of the form and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions'**.

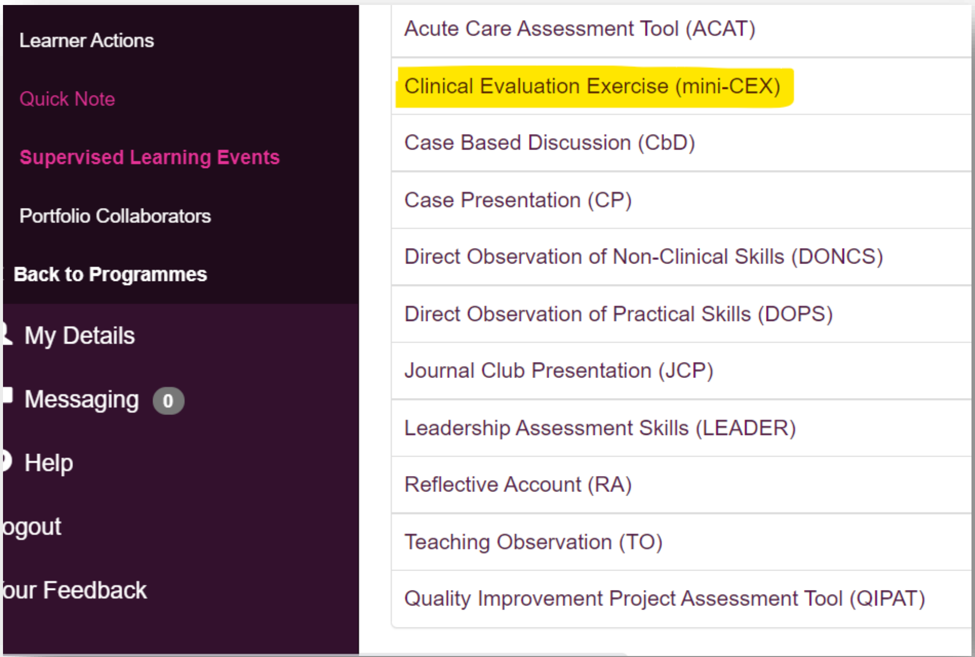
When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select "**Update Record".**

When the form is finished, select "**Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

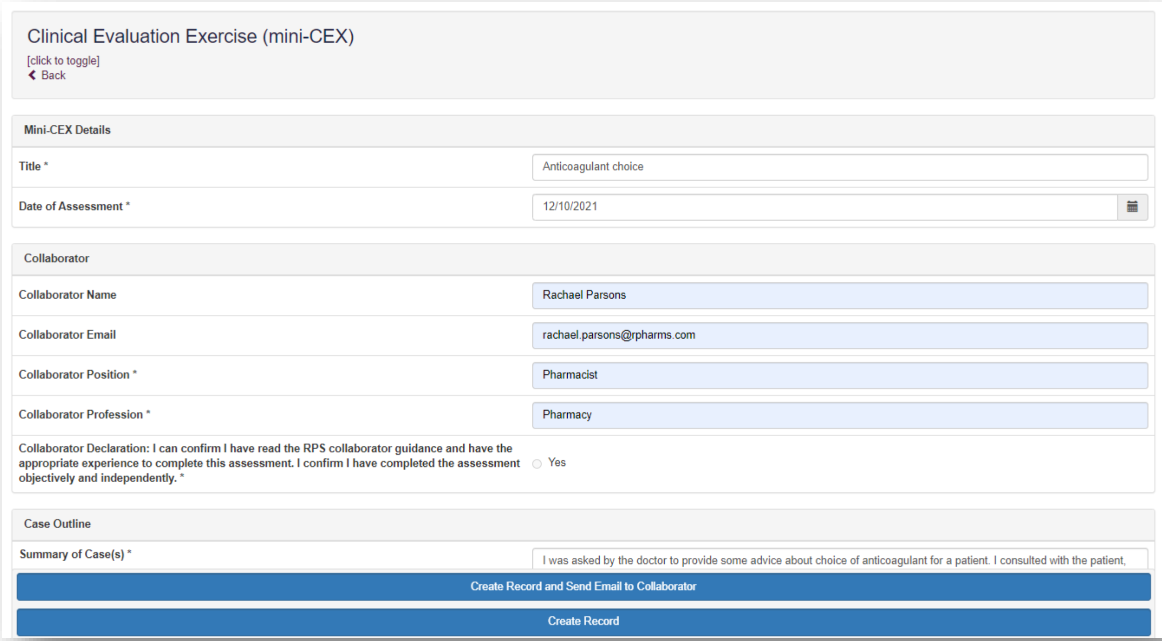

### 8.5.2 Seeking feedback on a mini-Clinical Evaluation Exercise via a ticket

On the menu, select "**Supervised Learning Events"** then "**Clinical Evaluation Exercise (mini-CEX)**" or select "**Clinical Evaluation Exercise (mini-CEX)**" from the dashboard.



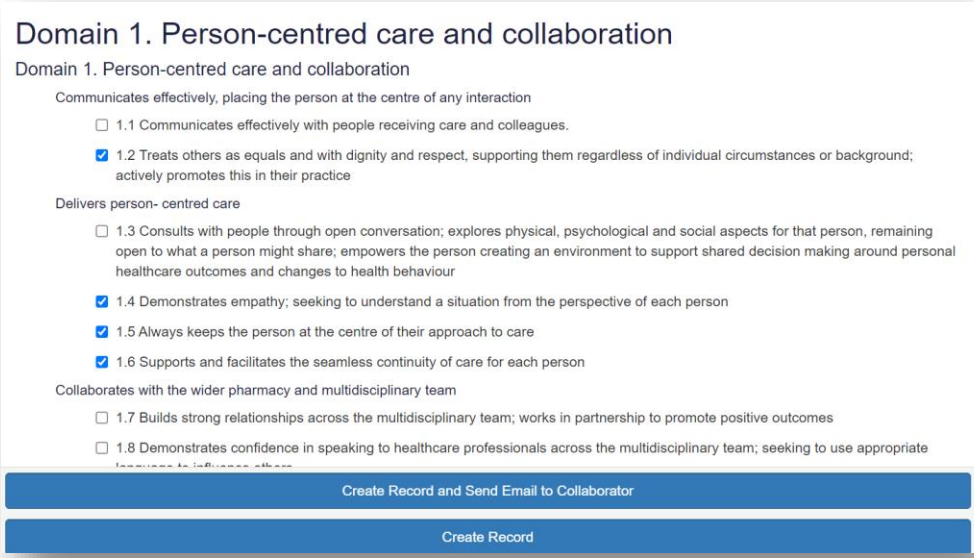

Select "**Start New Form**" to create a new record.


The form will appear. Complete the required fields as instructed INCLUDING the collaborator email address fields.

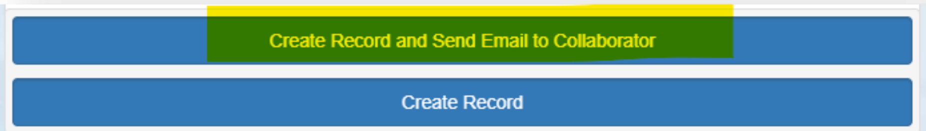



**NOTE**: You will notice that there are rating fields that you will not be able to complete. These are fields for your collaborators.

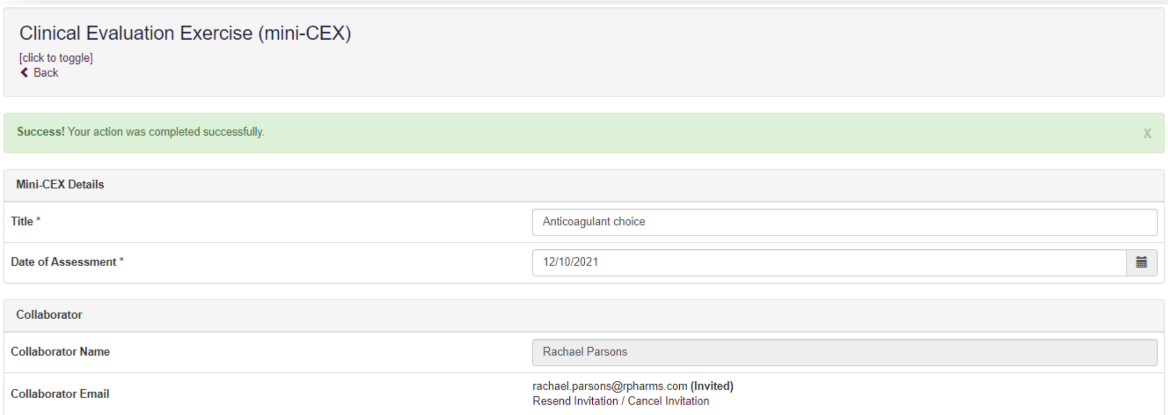
Continue and complete the rest of the form as instructed. Remember to complete the framework mapping.




When you have completed all the required fields, select "**Create Record and Send Email to Collaborator**".




The form will update, and you will receive confirmation that the email has been sent.




Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

Your educational supervisor or designated prescribing practitioner will complete any additional fields on the form, and either you or your collaborator will complete the **Agreed**

**action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions'**.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select "**Update Record".**

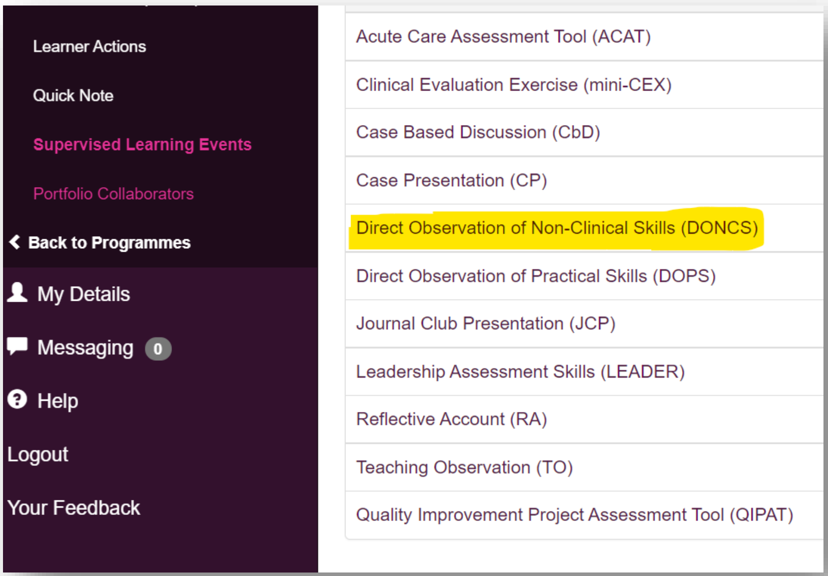
When the form is finished, select "**Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.


## 8.6 Direct Observation of Non-Clinical Skills (DONCS)

This tool is an evaluation of your non-clinical skills.

### 8.6.1 Creating and completing a Direct Observation of Non-Clinical Skills

On the menu select "**Supervised Learning Events**" then "**Direct Observation of Non-Clinical Skills (DONCS)**" or select "**Direct Observation of Non-Clinical Skills (DONCS)**" from the dashboard.




Select "**Start New**" to create a new record.

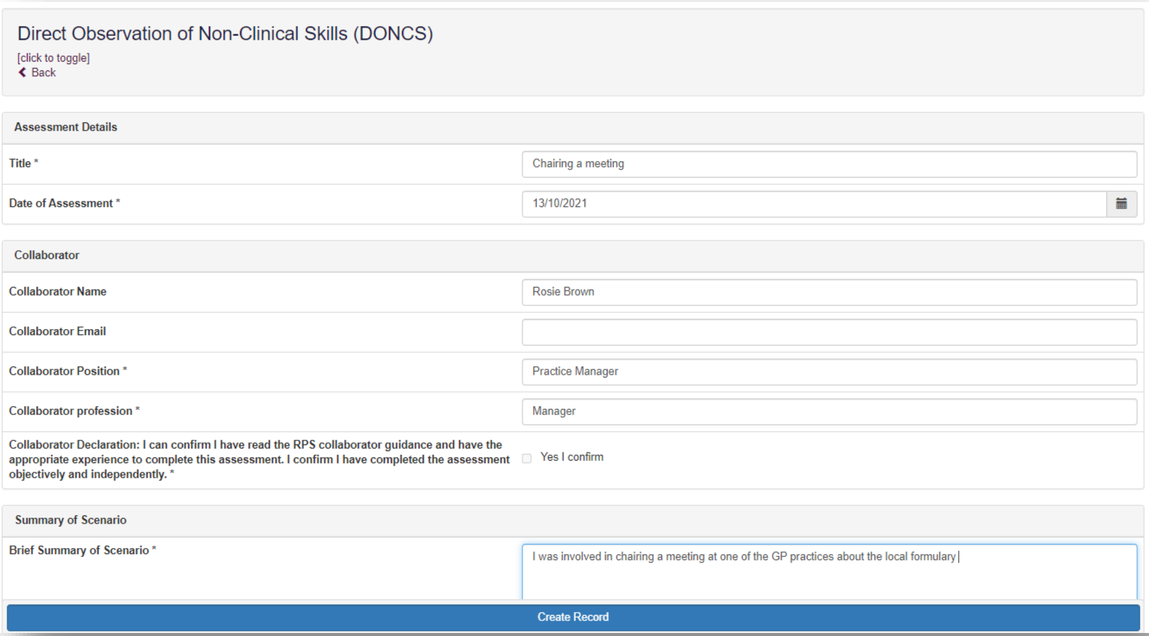
Direct Observation of Non-Clinical Skills (DONCS)

[click to toggle]

| Title | Date of Assessment | Date Created | Completed | Actions |
|---|---|---|---|---|
| Chairing a MDT | 20/09/2021 | 21/09/2021 | | View Edit |
| Giving feedback to a junior | 20/09/2021 | 21/09/2021 | Josh Miller on 21/09/2021 | View |

Start New Form

The “Direction Observation of Non-Clinical Skills” from will appear. Complete the required fields as instructed EXCEPT the ‘Collaborator Email’ field which triggers the ticketed process.



Direct Observation of Non-Clinical Skills (DONCS)

[click to toggle]

Back

| Assessment Details | |
|---|---|
| Title * | Chairing a meeting |
| Date of Assessment * | 13/10/2021 |
| **Collaborator** | |
| Collaborator Name | Rosie Brown |
| Collaborator Email | |
| Collaborator Position * | Practice Manager |
| Collaborator profession * | Manager |
| Collaborator Declaration: I can confirm I have read the RPS collaborator guidance and have the appropriate experience to complete this assessment. I confirm I have completed the assessment objectively and independently. * | Yes I confirm |
| **Summary of Scenario** | |
| Brief Summary of Scenario * | I was involved in chairing a meeting at one of the GP practices about the local formulary |

Create Record

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for and map to all that apply


Domain 3. Leadership and management

Domain 3. Leadership and management

Promotes pharmacy services and develops the profession

- [ ] 3.1 Proactively demonstrates and promotes the value of pharmacy to the public and other healthcare professionals
- [ ] 3.2 Communicates vision and goals to the wider pharmacy and multidisciplinary team to support with achieving group tasks

Recognises opportunities for change, innovation and quality improvement

- [ ] 3.3 Critically analyses business needs; is mindful of commercial aspects within the pharmacy context; recognises the changes to and the opportunities within the future role of pharmacists; seeks out opportunities to modify own approach and deliver / promote new pharmacy services
- [ ] 3.4 Draws upon networks to understand the range of clinical, medicines-related and public health activities offered by pharmacy across sectors and the care pathway
- [x] 3.5 Is open to new approaches and ways of completing work tasks and appropriately challenges others to consider change to improve the quality of care; shares own innovative ideas to improve working practices, both internally and externally
- [ ] 3.6 Effectively identifies and raises concerns regarding patient safety; applies principles of risk management; seeks to improve the quality and safe use of medicines routinely

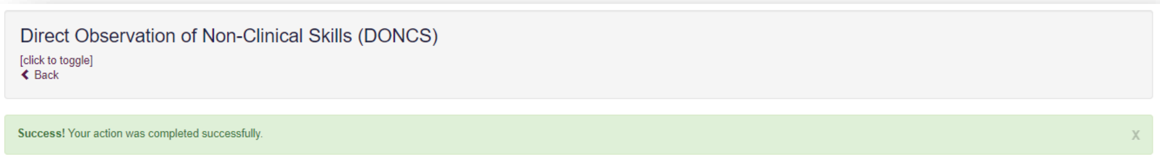
Demonstrates self-awareness, resilience and adaptability

- [x] 3.7 Demonstrates self-awareness and emotional intelligence within the role, reflects on and understands the impact a situation may have on one`s own health and wellbeing
- [x] 3.8 Remains composed even in challenging or high-pressured situations; develops and draws upon support network in challenging situations
- [ ] 3.9 Effectively, efficiently and safely manages multiple priorities; maintains accuracy when in a challenging situation; manages own time and workload calmly, demonstrating resilience
- [ ] 3.10 Adapts and works effectively in different environments within pharmacy by applying previous learning to new settings

**NOTE**: You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

Continue and complete the rest of the form as instructed. When you have completed the mandatory fields, select '**Create record'**.


You will receive confirmation that the record has been saved and created.




You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

Your educational supervisor or designated prescribing practitioner will complete their sections of the form and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions'**.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

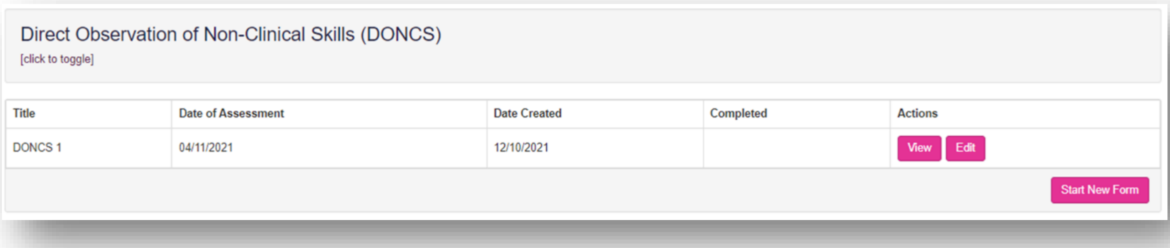
If at any point you want to **save any edits** made to the form, select "**Update Record".**

When the form is finished, select "**Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

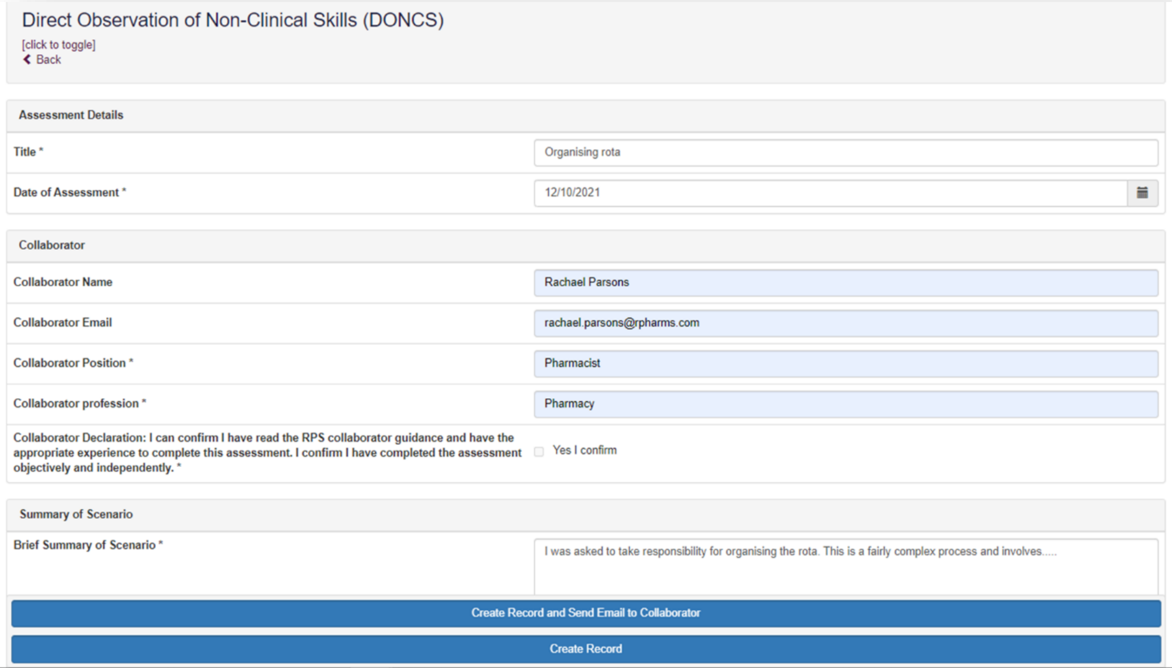

### 8.6.2 Seeking feedback on a Direct Observation of Non-Clinical Skills via a ticket

On the menu, select "**Supervised Learning Events"** then "**Direct Observation of Non-Clinical Skills (DONCS)**" or select "**Direct Observation of Non-Clinical Skills (DONCS)**" from the dashboard.

Select "**Start New Form**" to create a new record.




The 'Direct Observation of Non-Clinical Skills form will appear. Complete the required fields as instructed INCLUDING the collaborator email address fields.



Direct Observation of Non-Clinical Skills (DONCS)
[click to toggle]
Back

| Assessment Details | |
|---|---|
| Title * | Organising rota |
| Date of Assessment * | 12/10/2021 |

| Collaborator | |
|---|---|
| Collaborator Name | Rachael Parsons |
| Collaborator Email | rachael.parsons@rpharms.com |
| Collaborator Position * | Pharmacist |
| Collaborator profession * | Pharmacy |
| Collaborator Declaration: I can confirm I have read the RPS collaborator guidance and have the appropriate experience to complete this assessment. I confirm I have completed the assessment objectively and independently. * | ☐ Yes I confirm |

| Summary of Scenario | |
|---|---|
| Brief Summary of Scenario * | I was asked to take responsibility for organising the rota. This is a fairly complex process and involves..... |

Create Record and Send Email to Collaborator

Create Record

**NOTE**: You will notice that there are rating fields that you will not be able to complete. These are fields for your collaborators.

Continue and complete the rest of the form as instructed.

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for and map to all that apply.

Domain 3. Leadership and management

Domain 3. Leadership and management

Promotes pharmacy services and develops the profession

- ☐ 3.1 Proactively demonstrates and promotes the value of pharmacy to the public and other healthcare professionals
- ☐ 3.2 Communicates vision and goals to the wider pharmacy and multidisciplinary team to support with achieving group tasks

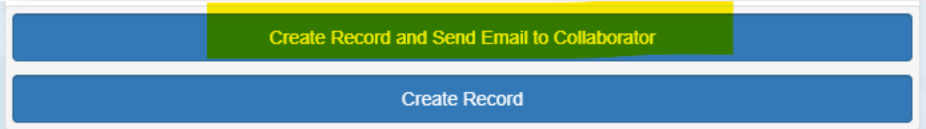
Recognises opportunities for change, innovation and quality improvement

- ☐ 3.3 Critically analyses business needs; is mindful of commercial aspects within the pharmacy context; recognises the changes to and the opportunities within the future role of pharmacists; seeks out opportunities to modify own approach and deliver / promote new pharmacy services
- ☐ 3.4 Draws upon networks to understand the range of clinical, medicines-related and public health activities offered by pharmacy across sectors and the care pathway
- ☑ 3.5 Is open to new approaches and ways of completing work tasks and appropriately challenges others to consider change to improve the quality of care; shares own innovative ideas to improve working practices, both internally and externally
- ☐ 3.6 Effectively identifies and raises concerns regarding patient safety; applies principles of risk management; seeks to improve the quality and safe use of medicines routinely

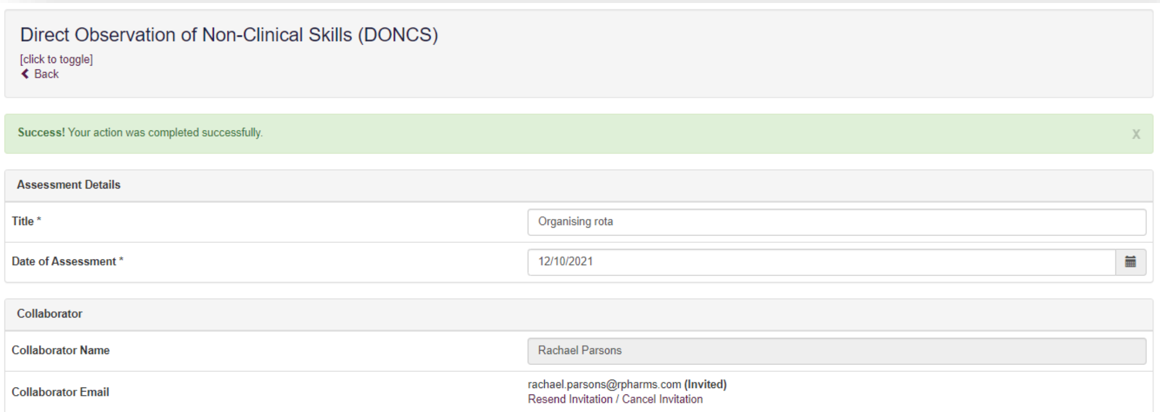
Demonstrates self-awareness, resilience and adaptability

- ☑ 3.7 Demonstrates self-awareness and emotional intelligence within the role, reflects on and understands the impact a situation may have on one's own health and wellbeing
- ☑ 3.8 Remains composed even in challenging or high-pressured situations; develops and draws upon support network in challenging situations
- ☐ 3.9 Effectively, efficiently and safely manages multiple priorities; maintains accuracy when in a challenging situation; manages own time and workload calmly, demonstrating resilience
- ☐ 3.10 Adapts and works effectively in different environments within pharmacy by applying previous learning to new settings

When you have completed all the required fields, select "Create Record and Send Email to Collaborator".




The form will update, and you will receive confirmation that the email has been sent.




Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

Your educational supervisor or designated prescribing practitioner will complete any additional fields on the form, and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions**'.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select "**Update Record".**

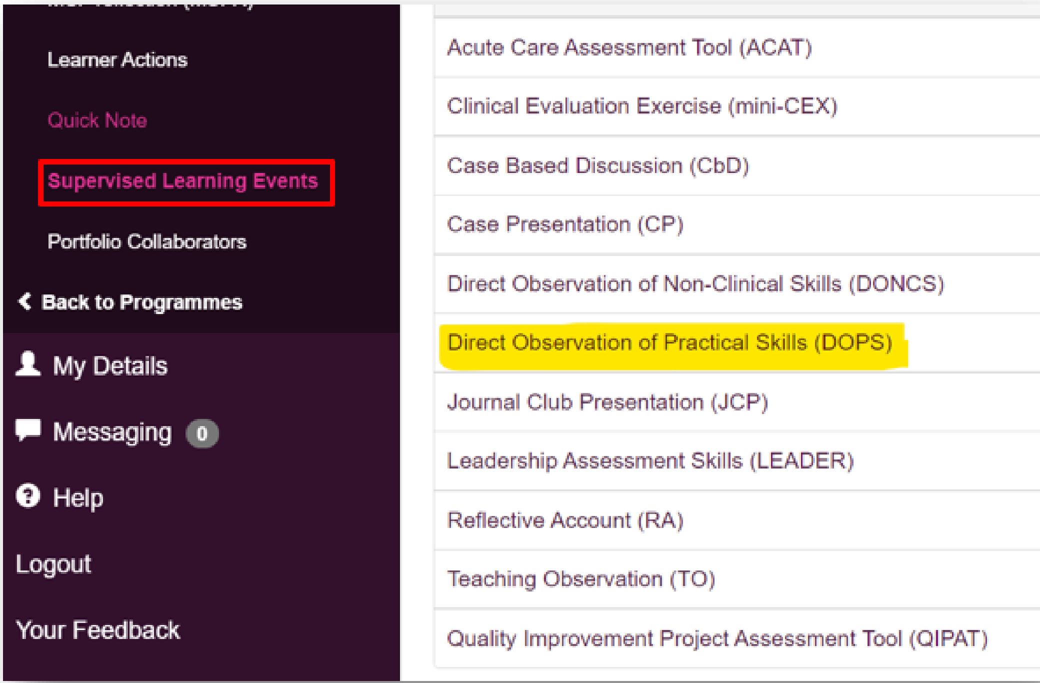
When the form is finished, select "**Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

## 8.7 Direct Observation of Practical Skills (DOPS)

This tool is useful for demonstrating your ability to undertake a practical (clinical) skill.

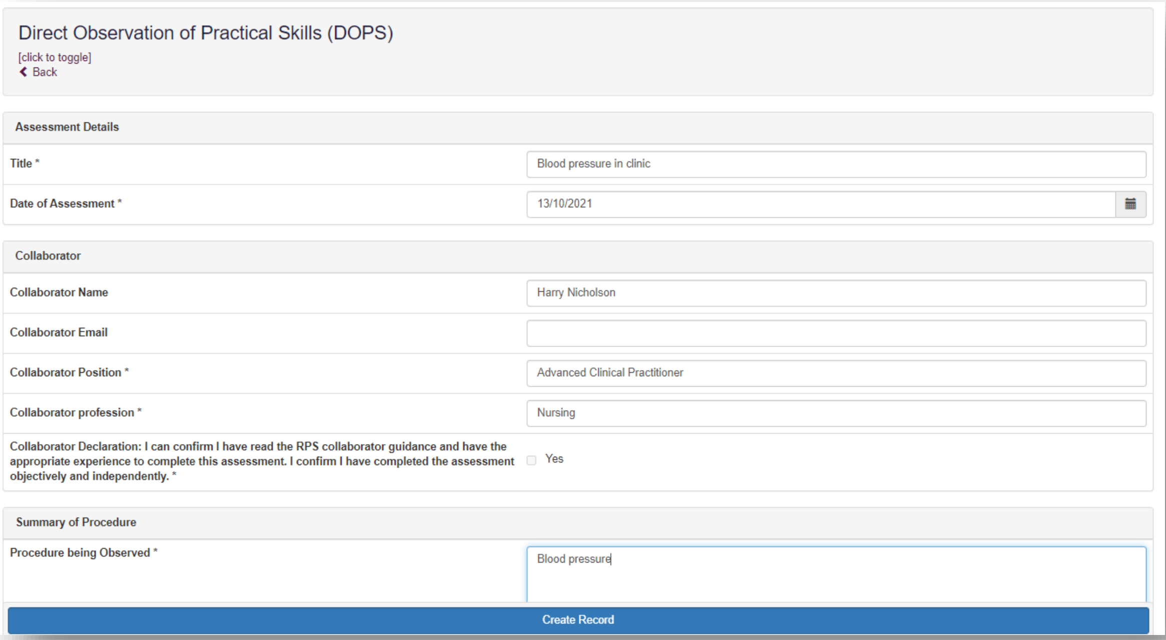
### 8.7.1 Creating and completing a Direct Observation of Practical Skills

On the menu select "**Supervised Learning Events**" then "**Direct Observation of Practical Skills (DOPS)**" or select "**Direct Observation of Practical Skills (DOPS)**" from the dashboard.




Select "**Start New**" to create a new record.


The "Direct Observation of Practical Skills" form will appear. Complete the required fields as instructed EXCEPT the 'Collaborator Email' field which triggers the ticketed process.



Direct Observation of Practical Skills (DOPS)
[click to toggle]
Back

**Assessment Details**

| | |
|---|---|
| Title * | Blood pressure in clinic |
| Date of Assessment * | 13/10/2021 |

**Collaborator**

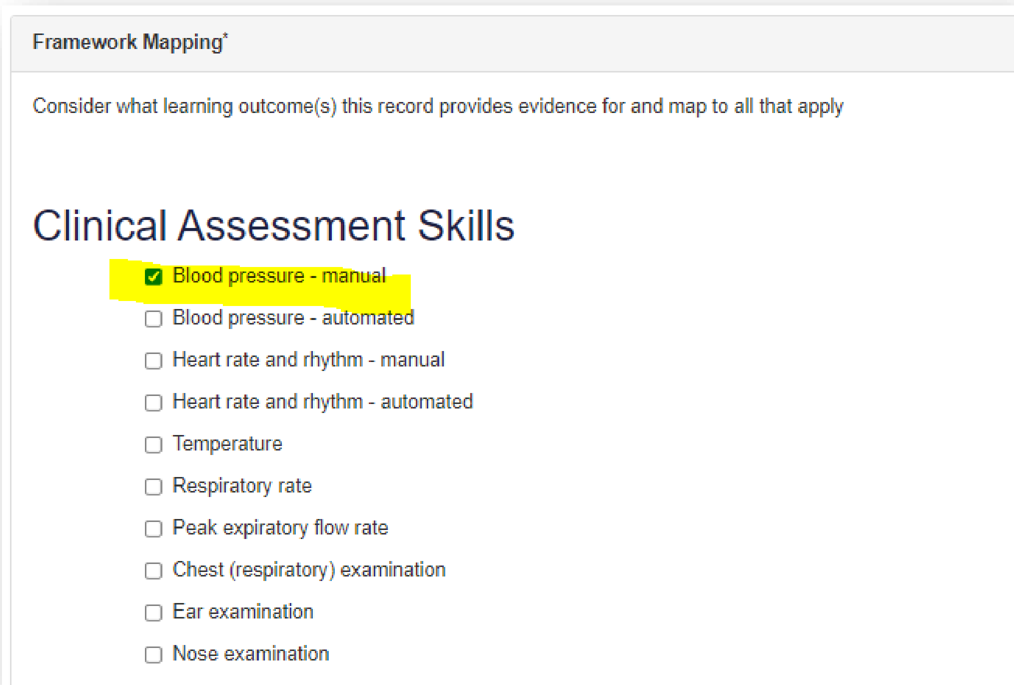
| | |
|---|---|
| Collaborator Name | Harry Nicholson |
| Collaborator Email | |
| Collaborator Position * | Advanced Clinical Practitioner |
| Collaborator profession * | Nursing |
| Collaborator Declaration: I can confirm I have read the RPS collaborator guidance and have the appropriate experience to complete this assessment. I confirm I have completed the assessment objectively and independently. * | Yes |

**Summary of Procedure**

| | |
|---|---|
| Procedure being Observed * | Blood pressure |

Create Record

Remember to complete the framework mapping. If the Direct Observation of Practical Skills is for one of the clinical assessment skills that forms part of the curriculum requirements, you can map the form to the relevant **clinical assessment skill.** For more details about Clinical Assessment Skills please refer to **Section 9.**



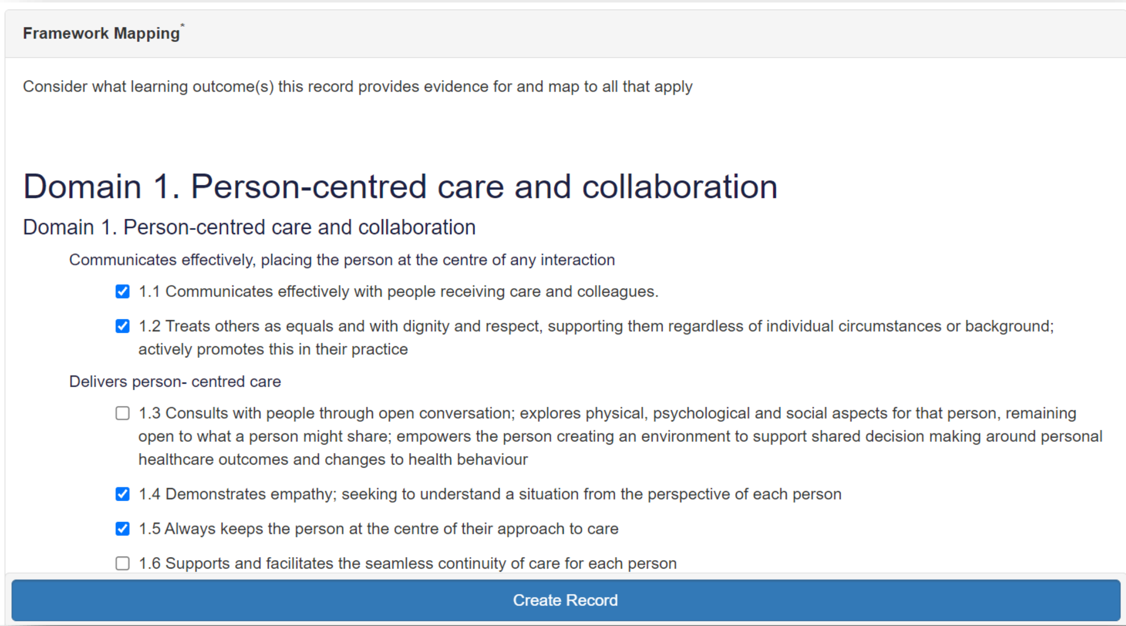
Framework Mapping*

Consider what learning outcome(s) this record provides evidence for and map to all that apply

Clinical Assessment Skills

- [x] Blood pressure - manual
- [ ] Blood pressure - automated
- [ ] Heart rate and rhythm - manual
- [ ] Heart rate and rhythm - automated
- [ ] Temperature
- [ ] Respiratory rate
- [ ] Peak expiratory flow rate
- [ ] Chest (respiratory) examination
- [ ] Ear examination
- [ ] Nose examination

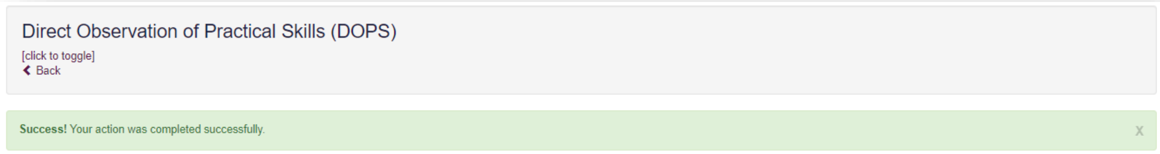
You should also consider what **outcomes** the “Direct Observation of Practical Skills” form provides evidence for, and map it to all that apply.




**NOTE**: You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

Continue and complete the rest of the form as instructed. When you have completed the mandatory fields, select “**Create record”**.


You will receive confirmation that the record has been saved and created.




You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

Your educational supervisor or designated prescribing practitioner will complete their sections of the form and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions'**.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

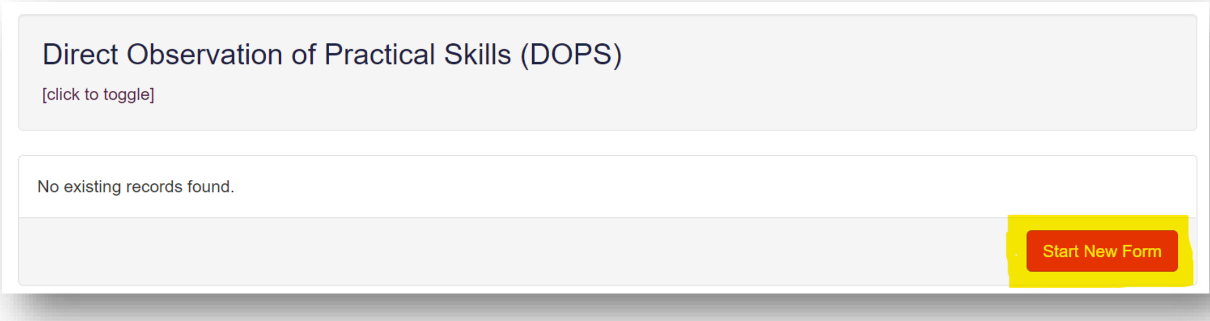
If at any point you want to **save any edits** made to the form, select "**Update Record".**

When the form is finished, select "**Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

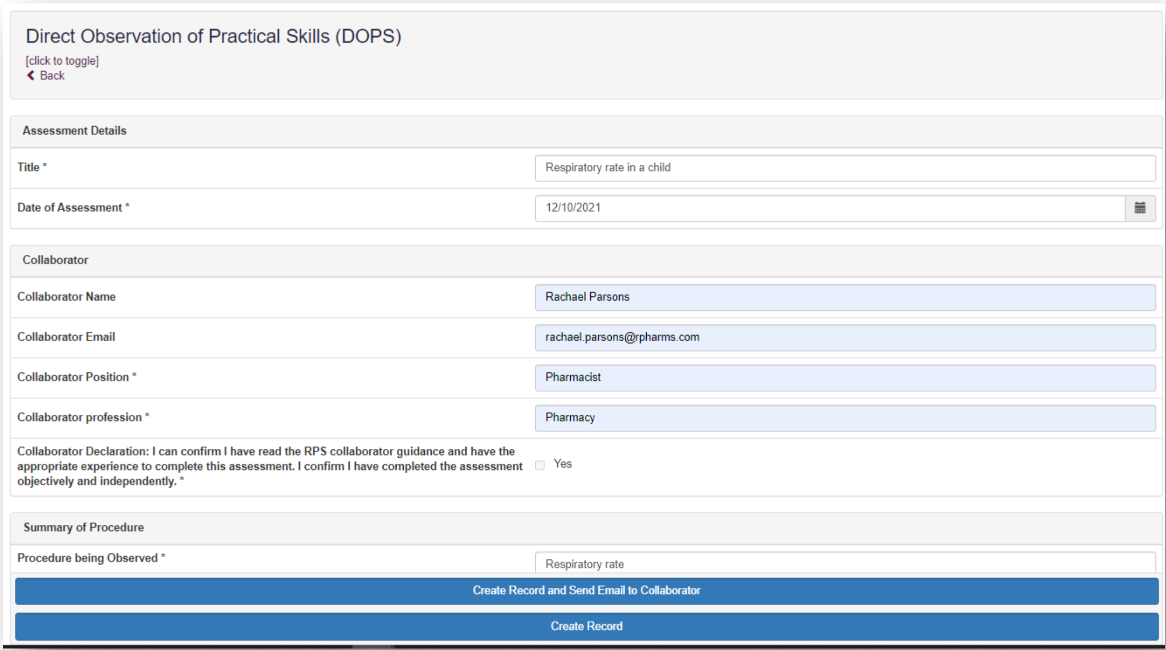

### 8.7.2 Seeking feedback on a Direct Observation of Practical Skills via a ticket

On the menu select "**Supervised Learning Events**" then "**Direct Observation of Practical Skills (DOPS)**" or select "**Direct Observation of Practical Skills (DOPS)**" from the dashboard.

Select "**Start New Form**" to create a new record.



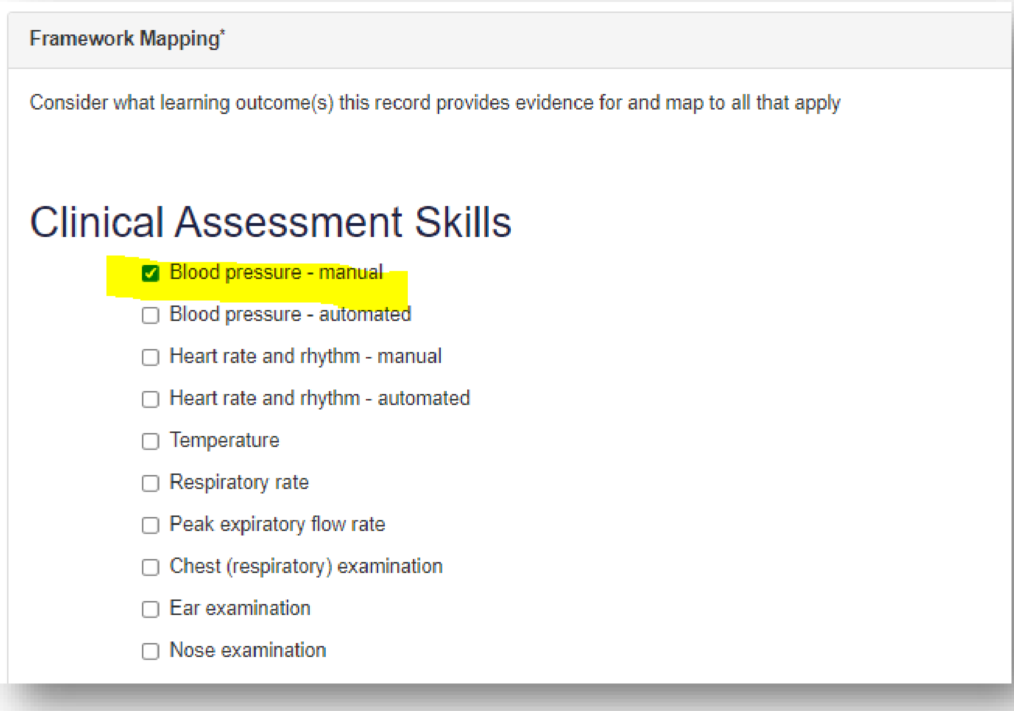

The ‘Direct Observation of Practical Skills’ form will appear. Complete the required fields as instructed INCLUDING the collaborator email address fields.




**NOTE**: You will notice that there are rating fields that you will not be able to complete. These are fields for your ticketed collaborators.

Continue and complete the rest of the form as instructed.

Remember to complete the framework mapping. If the Direct Observation of Practical Skills is for one of the clinical assessment skills that forms part of the curriculum requirements, you can map the form to the relevant **clinical assessment skill.** For more details about Clinical Assessment Skills please refer to **Section 9.**



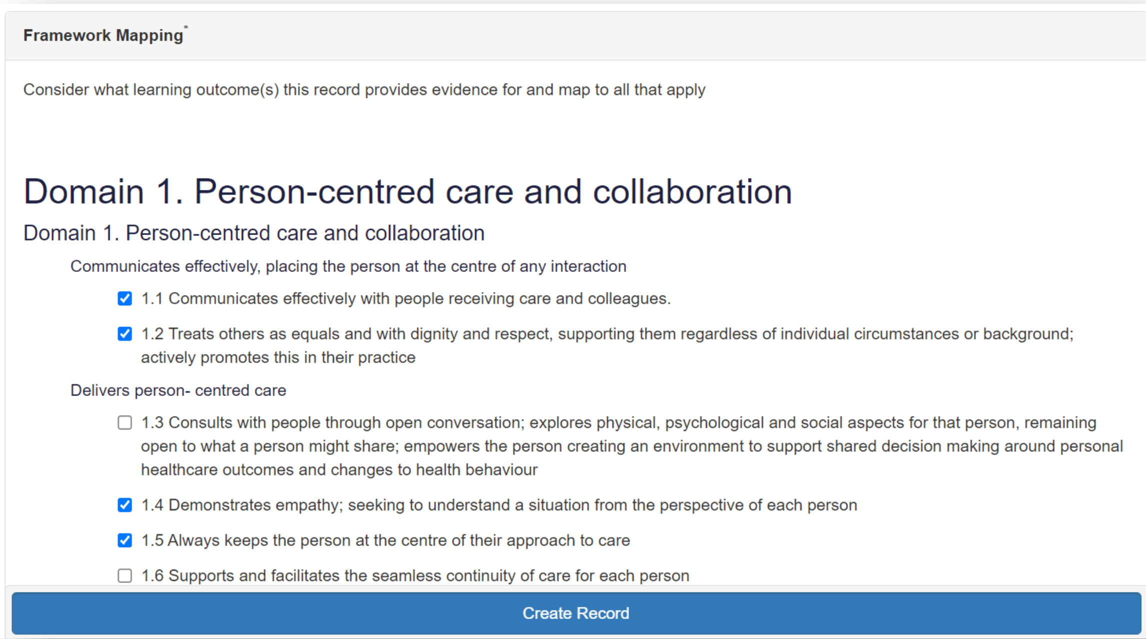
**Framework Mapping***

Consider what learning outcome(s) this record provides evidence for and map to all that apply

## Clinical Assessment Skills

- [x] Blood pressure - manual
- [ ] Blood pressure - automated
- [ ] Heart rate and rhythm - manual
- [ ] Heart rate and rhythm - automated
- [ ] Temperature
- [ ] Respiratory rate
- [ ] Peak expiratory flow rate
- [ ] Chest (respiratory) examination
- [ ] Ear examination
- [ ] Nose examination

You should also consider what **outcomes** the “Direct Observation of Practical Skills” form provides evidence for, and map it to all that apply.



**Framework Mapping***

Consider what learning outcome(s) this record provides evidence for and map to all that apply

## Domain 1. Person-centred care and collaboration

Domain 1. Person-centred care and collaboration

Communicates effectively, placing the person at the centre of any interaction

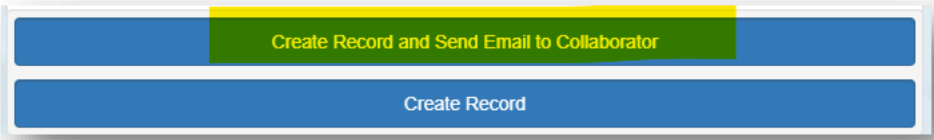
- [x] 1.1 Communicates effectively with people receiving care and colleagues.
- [x] 1.2 Treats others as equals and with dignity and respect, supporting them regardless of individual circumstances or background; actively promotes this in their practice

Delivers person- centred care

- [ ] 1.3 Consults with people through open conversation; explores physical, psychological and social aspects for that person, remaining open to what a person might share; empowers the person creating an environment to support shared decision making around personal healthcare outcomes and changes to health behaviour
- [x] 1.4 Demonstrates empathy; seeking to understand a situation from the perspective of each person
- [x] 1.5 Always keeps the person at the centre of their approach to care
- [ ] 1.6 Supports and facilitates the seamless continuity of care for each person

Create Record

When you have completed all the required fields, select "**Create Record and Send Email to Collaborator**".




The form will update, and you will receive confirmation that the email has been sent.


Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

Your educational supervisor or designated prescribing practitioner will complete any additional fields on the form, and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions'**.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select "**Update Record".**

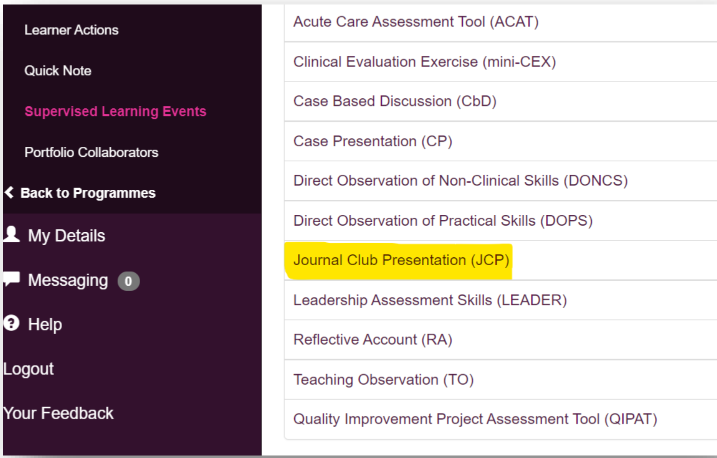
When the form is finished, select "**Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

## 8.8 Journal Club Presentation (JCP)

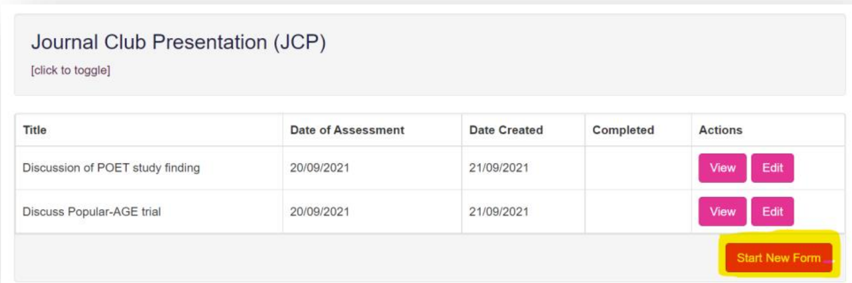
This tool is an evaluation of your ability to effectively present a journal paper to colleagues demonstrating knowledge of research methods and critical evaluation skills.

### 8.8.1 Creating and completing a Journal Club Presentation

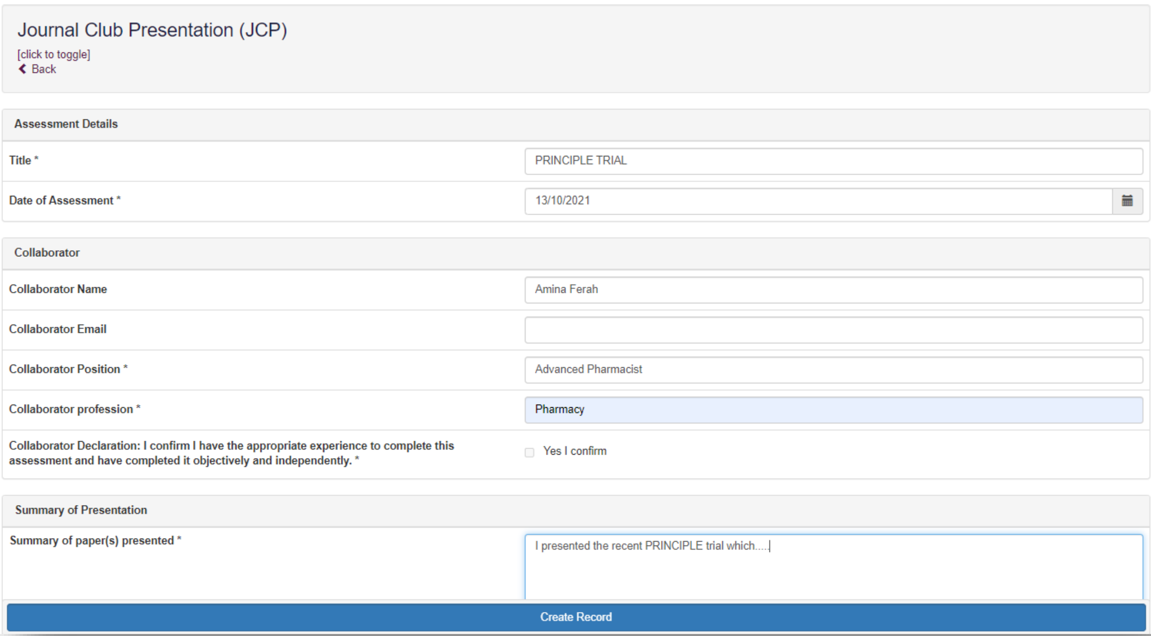
On the menu select "**Supervised Learning Events**" then "**Journal Club presentation (JCP)**" or select "**Journal Club presentation (JCP)**" from the dashboard.



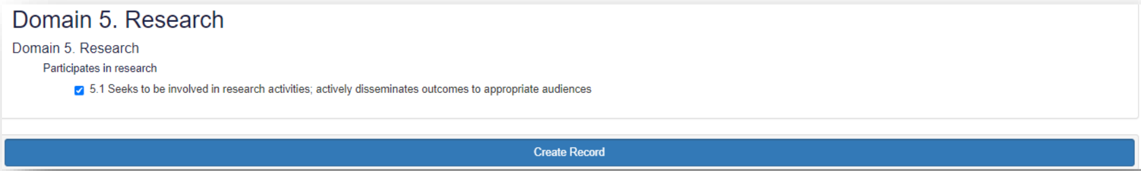

Select "**Start New**" to create a new record.




The "Journal Club Presentation" form will appear. Complete the required fields as instructed EXCEPT the 'Collaborator Email' field which triggers the ticketed process.




Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.




**NOTE**: You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

Continue and complete the rest of the form as instructed. When you have completed the mandatory fields, select '**Create record'**.

You will receive confirmation that the record has been created and saved.


You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

Your educational supervisor or designated prescribing practitioner will complete their sections of the form and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions'**.

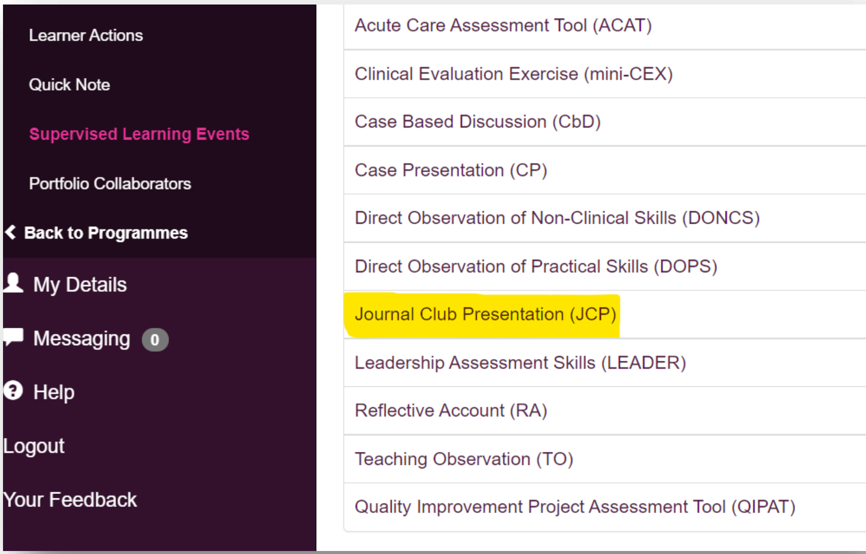
When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select "**Update Record".**

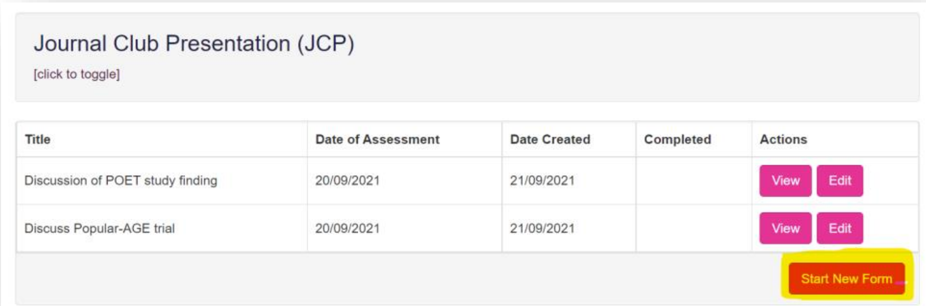
When the form is finished, select "**Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.


### 8.8.2 Seeking feedback on a Journal Club Presentation via a ticket

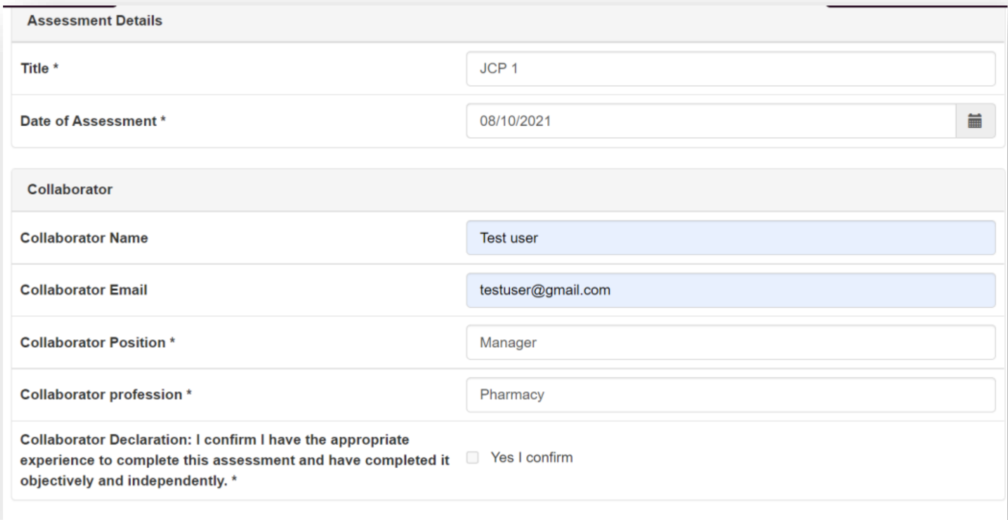
On the menu select "**Supervised Learning Events**" then "**Journal Club Presentation (JCP)**" or select "**Journal Club Presentation**" from the dashboard.




Select ‘**Start New Form**’.

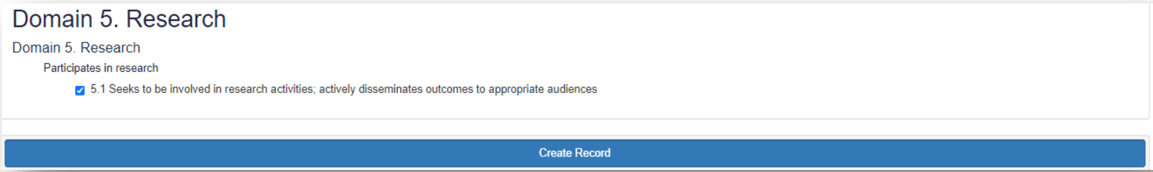



The Journal Club Presentation will appear. Complete the required fields as instructed INCLUDING the collaborator email address.

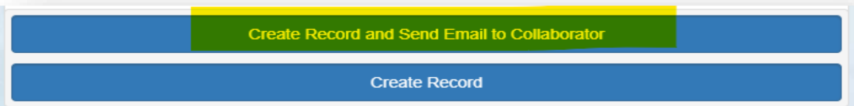


**NOTE**: You will notice that there are rating fields that you will not be able to complete. These are fields for your collaborators.

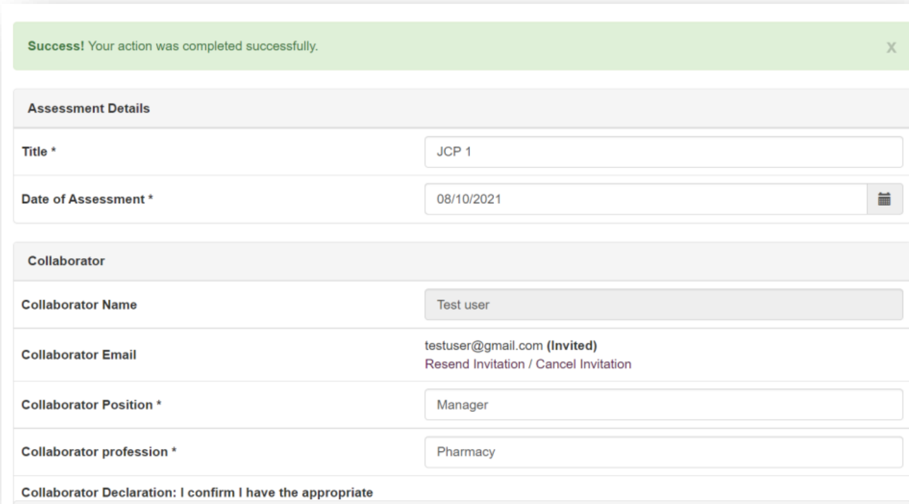
Continue and complete the rest of the form as instructed. Remember to complete the framework mapping.




When you have completed all the required fields, select “**Create Record and Send Email to Collaborator**”.




The form will update, and you will receive confirmation that the email has been sent.




Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

Your educational supervisor or designated prescribing practitioner will complete any additional fields on the form, and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in ‘**Learner Actions**’.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select "**Update Record".**

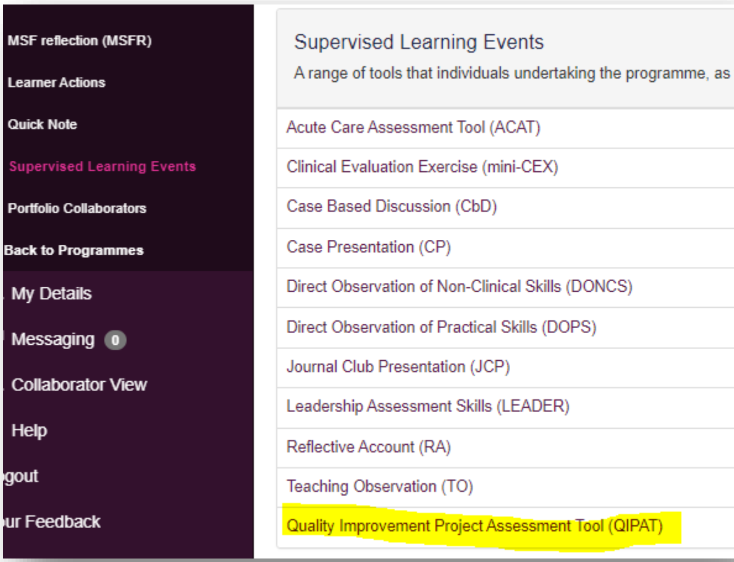
When the form is finished, select "**Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.


## 8.9 Quality Improvement Project Assessment Tool (QIPAT)

This tool is an evaluation of your ability to undertake a quality improvement project to improve service provision in your area of expertise.

### 8.9.1 Creating and completing a Quality Improvement Project Assessment Tool

On the menu select "**Supervised Learning Events**" then "**Quality Improvement Project Assessment Tool (QIPAT)**" or select then "**Quality Improvement Project Assessment Tool (QIPAT)**" from the dashboard.



Select “**Start New**” to create a new record.

Quality Improvement Project Assessment Tool (QIPAT)
[click to toggle]

No existing records found.

Start New Form

The form will appear. Complete the required fields as instructed EXCEPT the ‘Collaborator Email’ field which triggers the ticketed process.

Quality Improvement Project Assessment Tool (QIPAT)
[click to toggle]
Back

| Assessment Details | |
|---|---|
| Title * | Reducing waste |
| Date of Assessment * | 13/10/2021 |
| **Collaborator Details** | |
| Collaborator Name | Parv Slimani |
| Collaborator Email | |
| Collaborator Position * | Dispensary manager |
| Collaborator profession * | Pharmacy Technician |

Create Record

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

Domain 3. Leadership and management

Domain 3. Leadership and management
Promotes pharmacy services and develops the profession
- [ ] 3.1 Proactively demonstrates and promotes the value of pharmacy to the public and other healthcare professionals
- [ ] 3.2 Communicates vision and goals to the wider pharmacy and multidisciplinary team to support with achieving group tasks

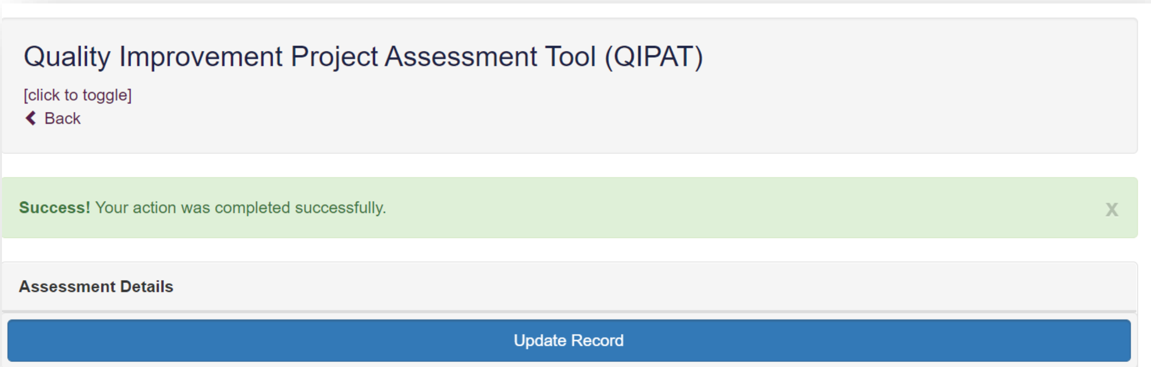
Recognises opportunities for change, innovation and quality improvement
- [ ] 3.3 Critically analyses business needs; is mindful of commercial aspects within the pharmacy context; recognises the changes to and the opportunities within the future role of pharmacists; seeks out opportunities to modify own approach and deliver / promote new pharmacy services
- [ ] 3.4 Draws upon networks to understand the range of clinical, medicines-related and public health activities offered by pharmacy across sectors and the care pathway
- [x] 3.5 Is open to new approaches and ways of completing work tasks and appropriately challenges others to consider change to improve the quality of care; shares own innovative ideas to improve working practices, both internally and externally
- [x] 3.6 Effectively identifies and raises concerns regarding patient safety; applies principles of risk management; seeks to improve the quality and safe use of medicines routinely

Demonstrates self-awareness, resilience and adaptability
- [x] 3.7 Demonstrates self-awareness and emotional intelligence within the role, reflects on and understands the impact a situation may have on one`s own health and wellbeing
- [ ] 3.8 Remains composed even in challenging or high-pressured situations; develops and draws upon support network in challenging situations
- [ ] 3.9 Effectively, efficiently and safely manages multiple priorities; maintains accuracy when in a challenging situation; manages own time and workload calmly, demonstrating resilience
- [x] 3.10 Adapts and works effectively in different environments within pharmacy by applying previous learning to new settings

**NOTE**: You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

Continue and complete the rest of the form as instructed. When you have completed the mandatory fields, select '**Create record'**.


You will receive confirmation that the record has been saved and created.




You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

Your educational supervisor or designated prescribing practitioner will complete their sections of the form and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions'**.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

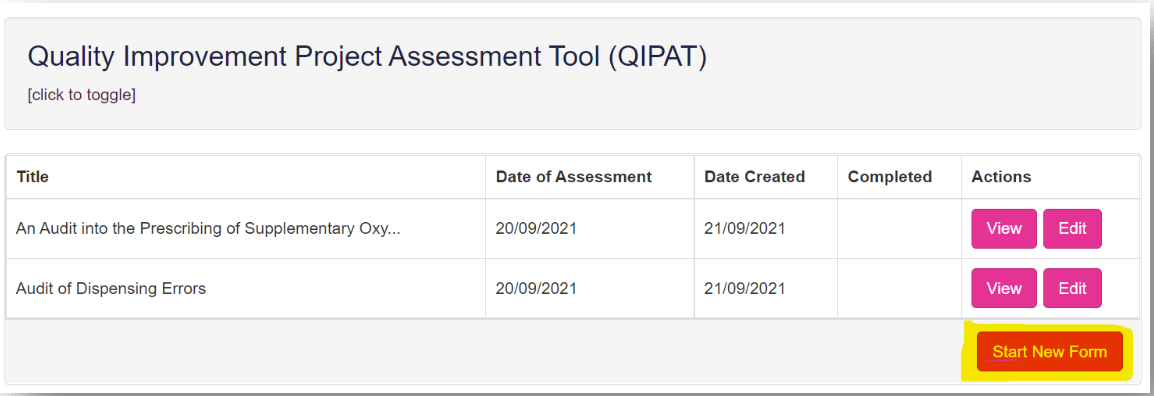
If at any point you want to **save any edits** made to the form, select '**Update Record'**

When the form is finished, select '**Update and Complete Record'** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.


### 8.9.2 Seeking feedback on a Quality Improvement Assessment Tool via a ticket

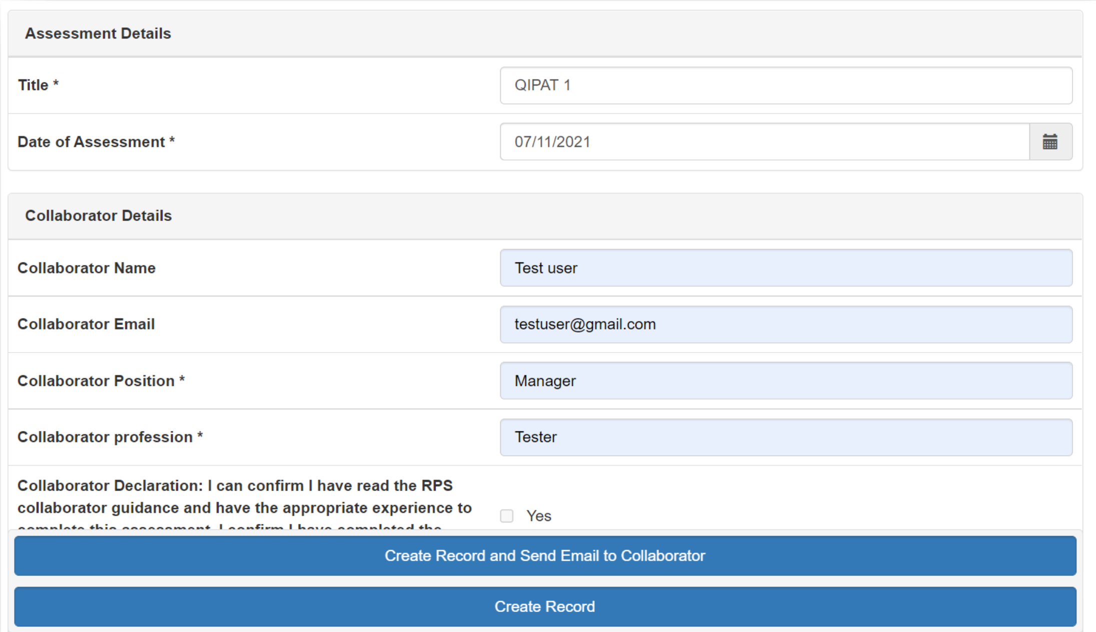
On the menu select “**Supervised Learning Events**” then “**Quality Improvement Project Assessment Tool (QIPAT)**” or selecting “**Quality Improvement Project Tool**” from the dashboard.

Select “**Start New Form**” to create a new record.




| Title | Date of Assessment | Date Created | Completed | Actions |
|---|---|---|---|---|
| An Audit into the Prescribing of Supplementary Oxy... | 20/09/2021 | 21/09/2021 | | View Edit |
| Audit of Dispensing Errors | 20/09/2021 | 21/09/2021 | | View Edit |

The form will appear. Complete the required fields as instructed INCLUDING the collaborator email address fields.



**Assessment Details**

| | |
|---|---|
| Title * | QIPAT 1 |
| Date of Assessment * | 07/11/2021 |

**Collaborator Details**

| | |
|---|---|
| Collaborator Name | Test user |
| Collaborator Email | testuser@gmail.com |
| Collaborator Position * | Manager |
| Collaborator profession * | Tester |
| Collaborator Declaration: I can confirm I have read the RPS collaborator guidance and have the appropriate experience to | ☐ Yes |

Create Record and Send Email to Collaborator

Create Record

**NOTE**: You will notice that there are rating fields that you will not be able to complete. These are fields for your collaborators.

Continue and complete the rest of the form as instructed.

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

Domain 3. Leadership and management

Domain 3. Leadership and management

Promotes pharmacy services and develops the profession

- ☐ 3.1 Proactively demonstrates and promotes the value of pharmacy to the public and other healthcare professionals
- ☐ 3.2 Communicates vision and goals to the wider pharmacy and multidisciplinary team to support with achieving group tasks

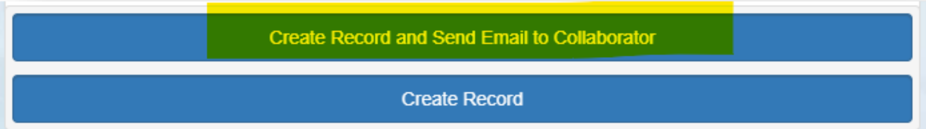
Recognises opportunities for change, innovation and quality improvement

- ☐ 3.3 Critically analyses business needs; is mindful of commercial aspects within the pharmacy context; recognises the changes to and the opportunities within the future role of pharmacists; seeks out opportunities to modify own approach and deliver / promote new pharmacy services
- ☐ 3.4 Draws upon networks to understand the range of clinical, medicines-related and public health activities offered by pharmacy across sectors and the care pathway
- ☑ 3.5 Is open to new approaches and ways of completing work tasks and appropriately challenges others to consider change to improve the quality of care; shares own innovative ideas to improve working practices, both internally and externally
- ☑ 3.6 Effectively identifies and raises concerns regarding patient safety; applies principles of risk management; seeks to improve the quality and safe use of medicines routinely

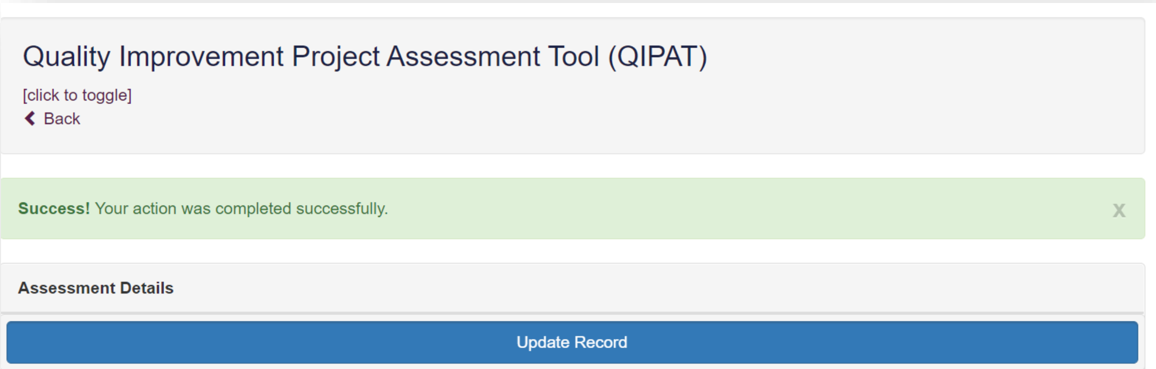
Demonstrates self-awareness, resilience and adaptability

- ☑ 3.7 Demonstrates self-awareness and emotional intelligence within the role, reflects on and understands the impact a situation may have on one's own health and wellbeing
- ☐ 3.8 Remains composed even in challenging or high-pressured situations; develops and draws upon support network in challenging situations
- ☐ 3.9 Effectively, efficiently and safely manages multiple priorities; maintains accuracy when in a challenging situation; manages own time and workload calmly, demonstrating resilience
- ☑ 3.10 Adapts and works effectively in different environments within pharmacy by applying previous learning to new settings

When you have completed all the required fields, select “Create Record and Send Email to Collaborator”.




The form will update, and you will receive confirmation that the email has been sent.




Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

Your educational supervisor or designated prescribing practitioner will complete any additional fields on the form, and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions'**.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select "**Update Record".**

When the form is finished, select "**Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

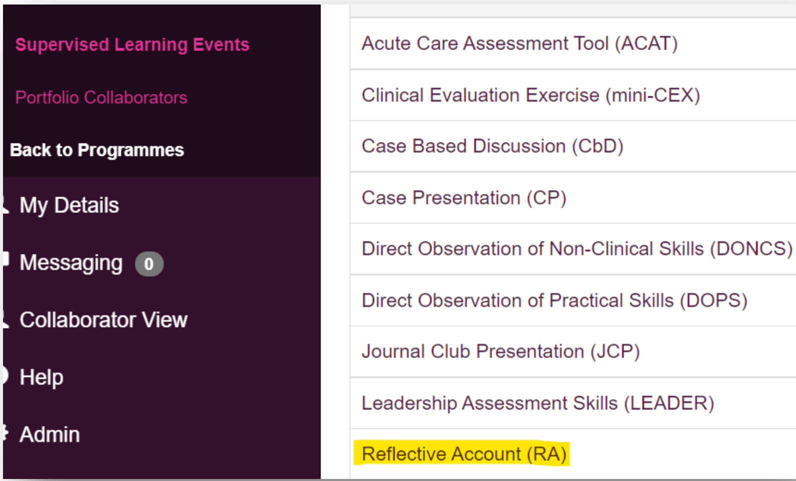
## 8.10 Reflective Account (RA)

The purpose of the reflective account is to provide an opportunity for you to think and analytically consider anything relating to your professional practice. It should be a brief, written description of your experience and actions, including what went well, and reflecting on what could be improved, and how lessons learnt will benefit your development as well as patients and the public.

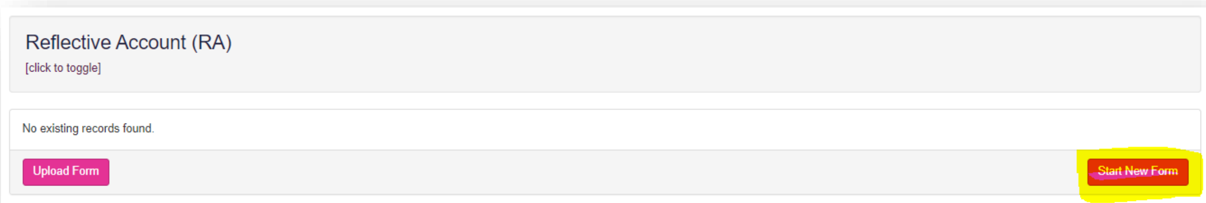
You can use the reflective account tool to capture how you are meeting the outcomes across one or more activities undertaken. It has been designed to be flexible so it can be used for most situations and practice scenarios, for example encounters during day-to-day work, patient scenarios, non-clinical tasks/activities, reviewing feedback provided by colleagues, critical incidents, and learning events, e.g. continuing professional development.

### 8.10.1 Creating and completing a Reflective Account

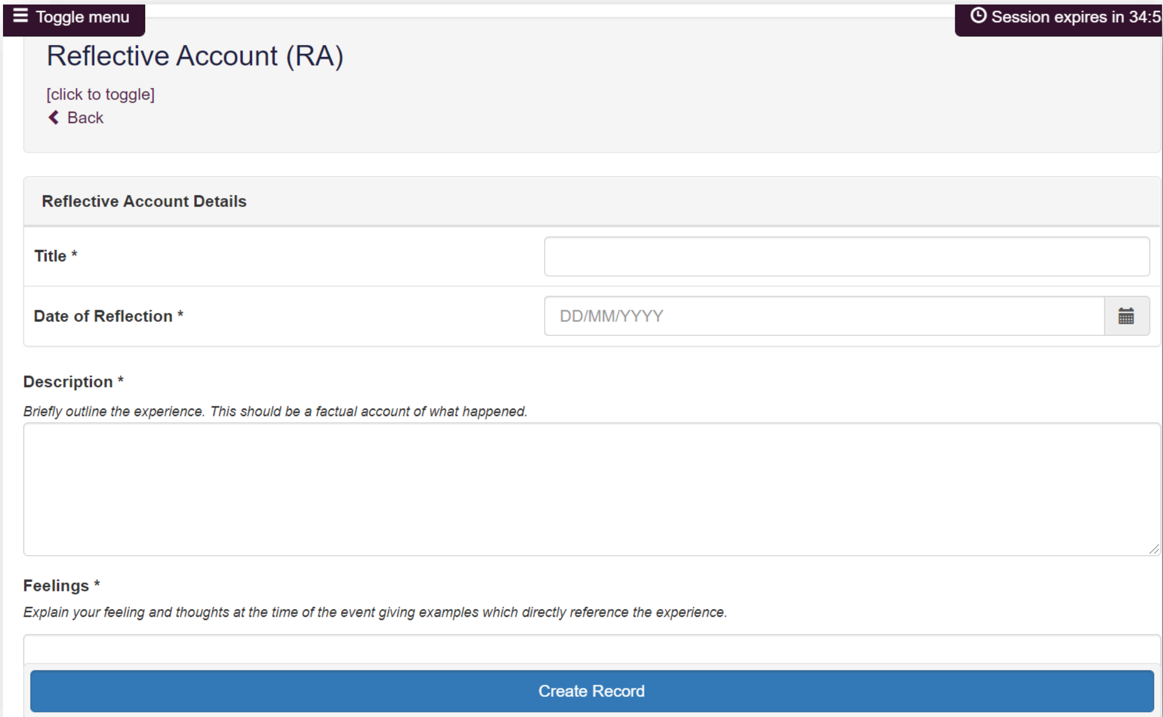
On the menu select "**Supervised Learning Events**" then "**Reflective Account (RA)**" or select "**Reflective Account**" from the dashboard.



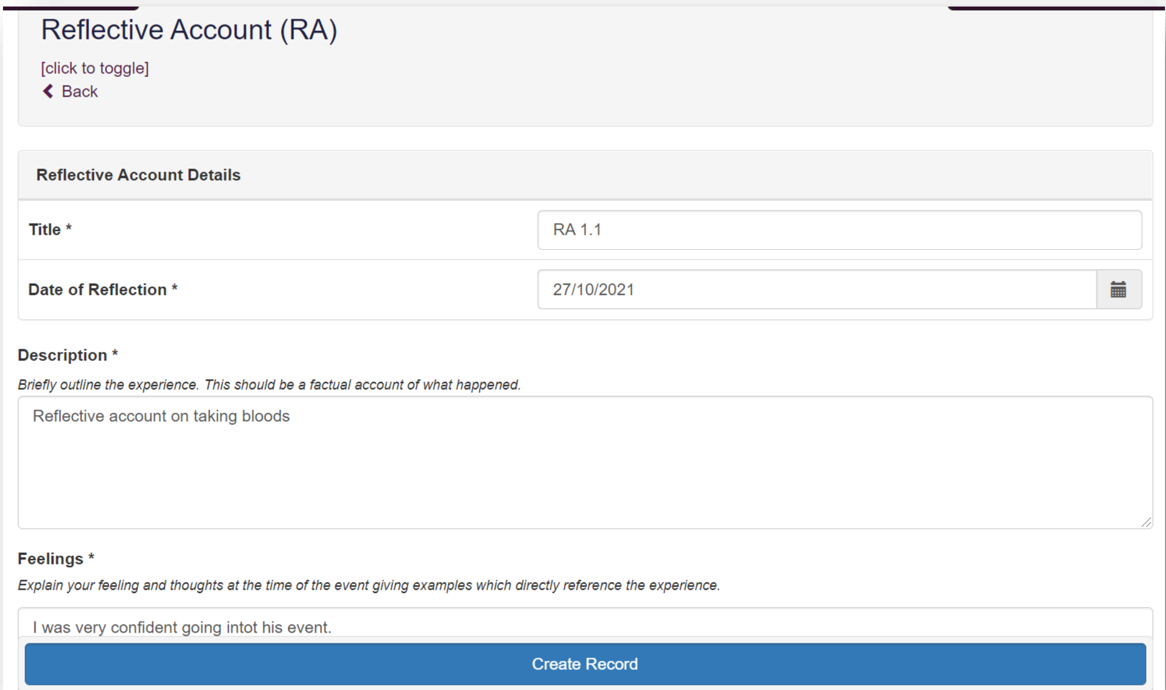

Select "**Start New Form**" to create a new record.



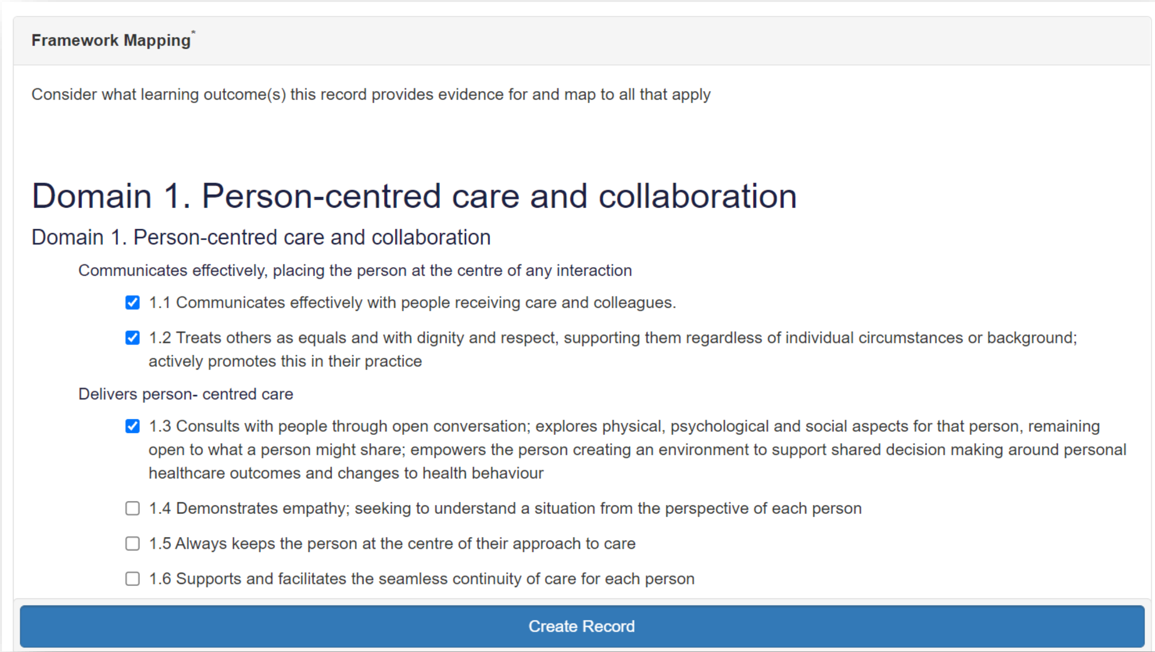

This will then take you to a page where you can complete sections that are relevant to your experience.




Complete the mandatory fields.

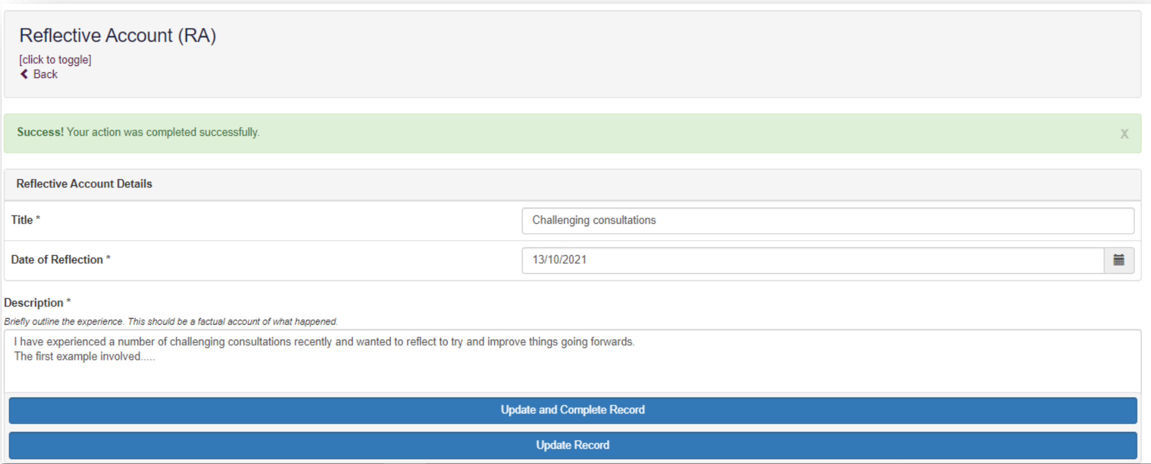



You can then map this record to any outcomes that are relevant.



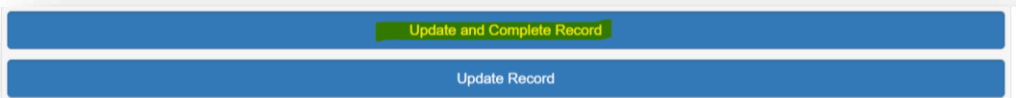

Once the mapping is complete, select the “**Create Record**” button.

You’ll receive confirmation that your record has been created.

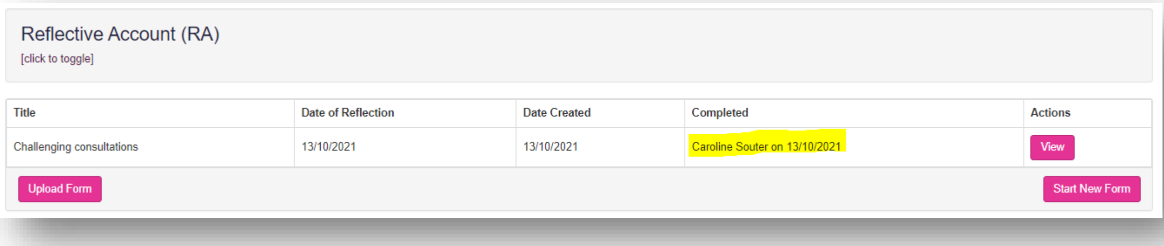



**NOTE: Reflective accounts cannot be sent via a ticket. Once you have created a Reflective Account, your educational supervisor or designated prescribing practitioner can add optional comments.**

**Once all mandatory fields are filled in, select “Update and Complete Record”.**



Once you have completed a record, the details of its completion will be displayed in the summary table.

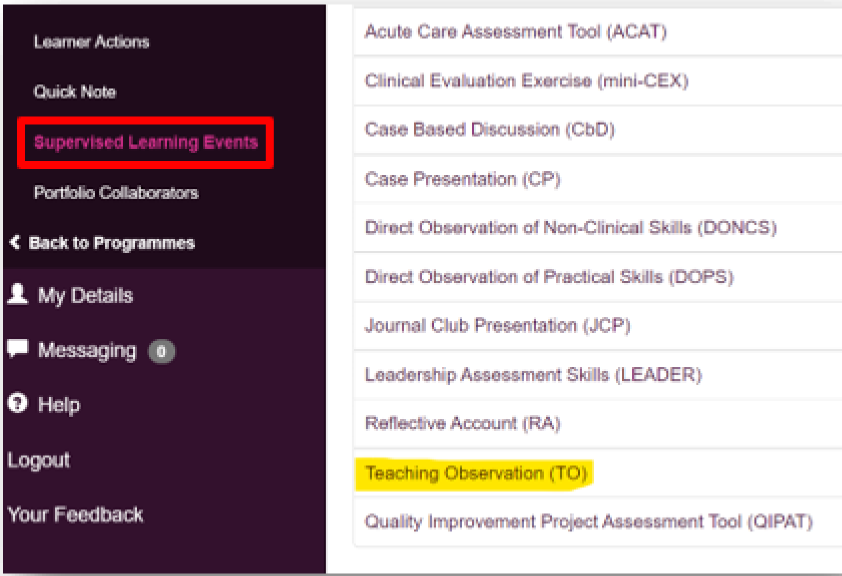



## 8.11 Teaching Observation (TO)

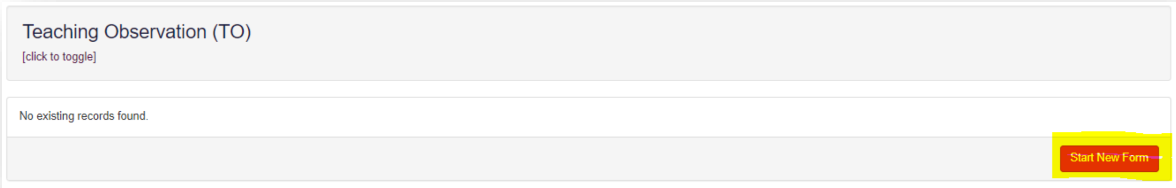
This tool is an evaluation of your ability to deliver an effective learning experience to others.

### 8.11.1 Creating and completing a Teaching Observation

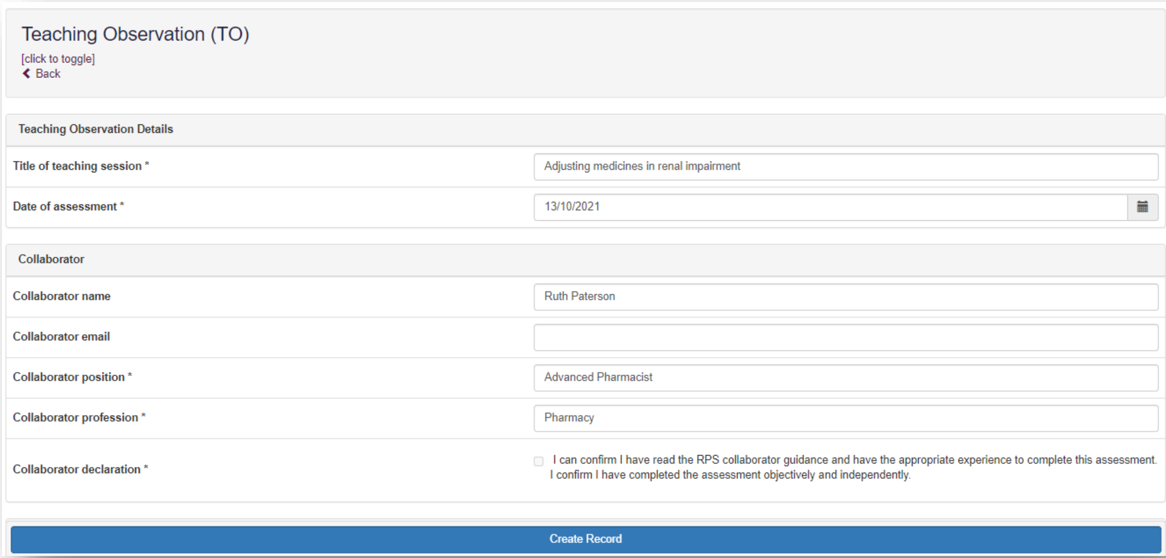
On the menu select “**Supervised Learning Events**” then “**Teaching Observation (TO)**” or select “**Teaching Observation (TO)**” from the dashboard.



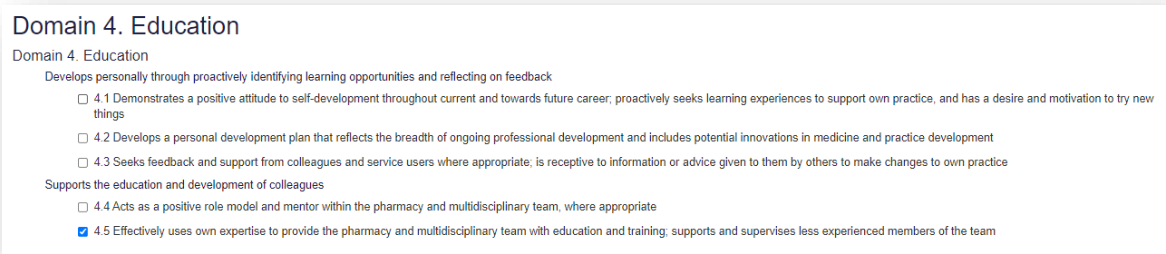

Select “**Start New**” to create a new record.




The form will appear. Complete the required fields as instructed EXCEPT the ‘Collaborator Email’ field which triggers the ticketed process.



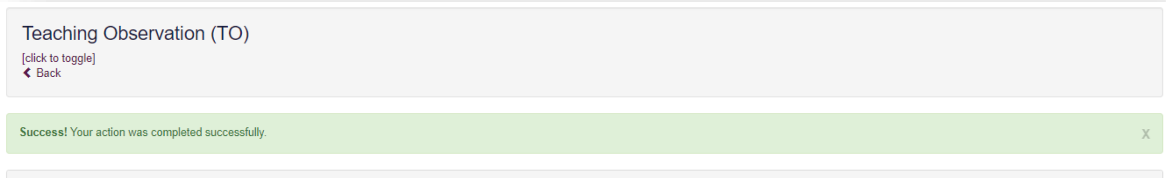

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.




**NOTE**: You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

Continue and complete the rest of the form as instructed. When you have completed the mandatory fields, select “**Create record”**.


You will receive confirmation that the record has been saved and created.




You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

Your educational supervisor or designated prescribing practitioner will complete their sections of the form and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in ‘**Learner Actions’**.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

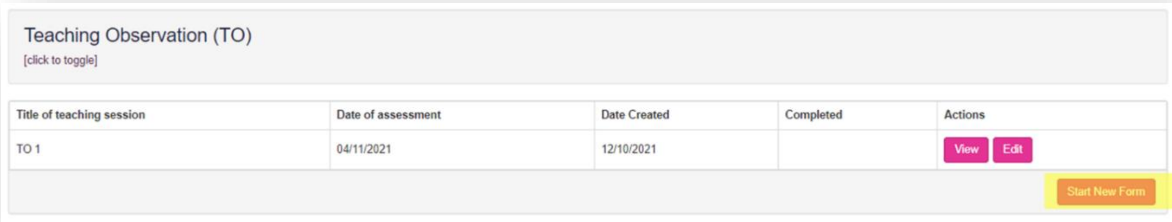
If at any point you want to **save any edits** made to the form, select ‘**Update Record’**

When the form is finished, select ‘**Update and Complete Record’** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

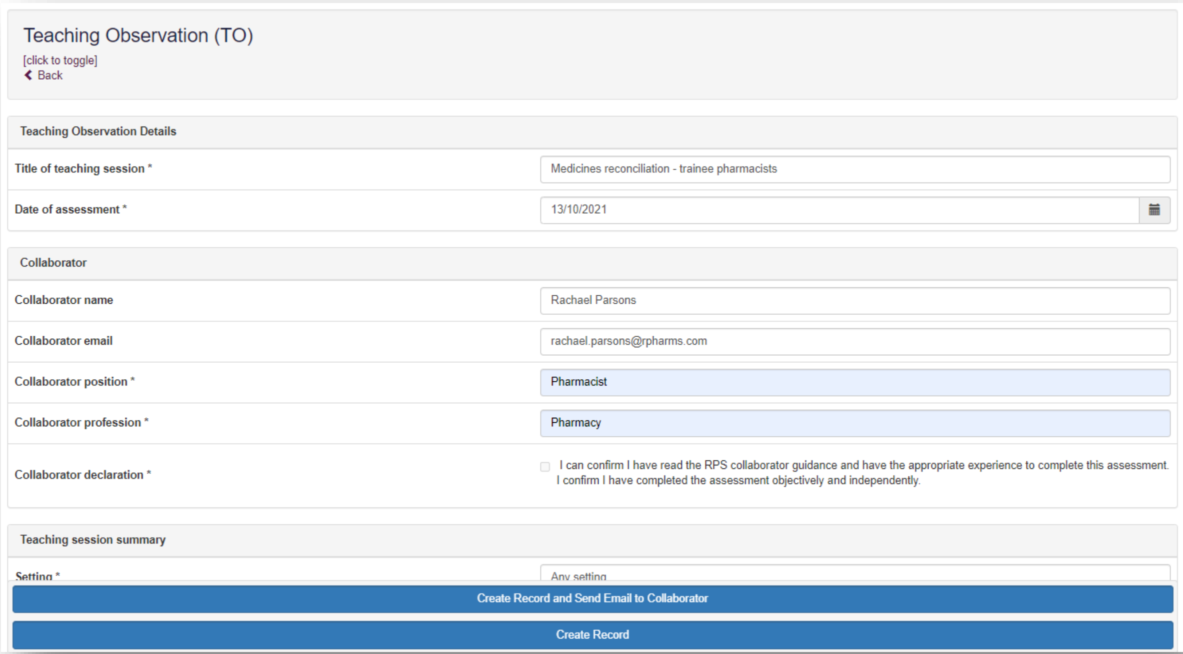
## 8.11.2 Seeking feedback on a Teaching Observation via a ticket

On the menu select “**Supervised Learning Events**” then “**Teaching Observation (TO)**” or select “**Teaching Observation (TO)**” from the dashboard.

Select “**Start New Form**” to create a new record.



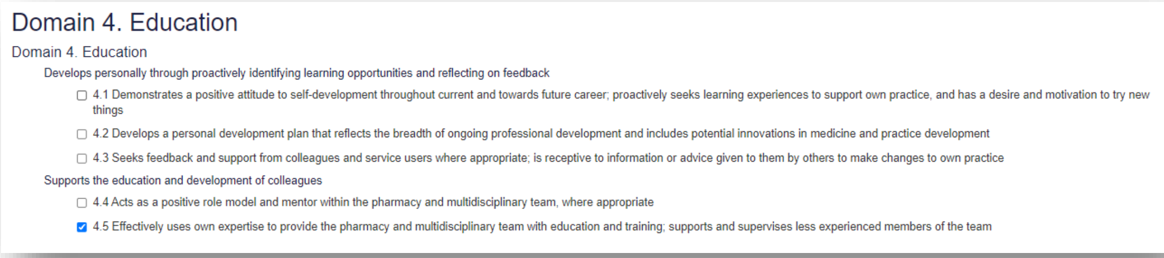

The ‘Teaching Observation’ form will appear. Complete the required fields as instructed INCLUDING the collaborator email address.




**NOTE**: You will notice that there are rating fields that you will not be able to complete. These are fields for your ticketed collaborators.

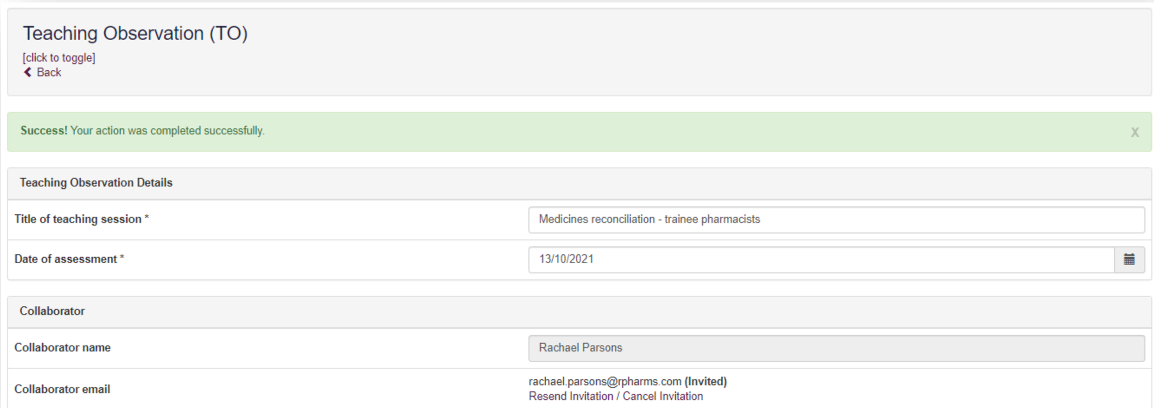
Continue and complete the rest of the form as instructed.

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.




When you have completed all the required fields, select **"Create Record and Send Email to Collaborator".**


The form will update, and you will receive confirmation that the email has been sent.




Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

Your educational supervisor or designated prescribing practitioner will complete any additional fields on the form, and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions**'.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select "**Update Record".**

When the form is finished, select "**Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.


## 8.12 Multi-source feedback (MSF)

The tool evaluates your ability to reflect on and identify areas of development based on multi-source feedback. Use it to collect feedback on professional and clinical performance from the pharmacy and wider multi-professional team.

You must invite at least **three colleagues** to provide feedback; this ensures that the feedback you received will be of value. Colleagues who can provide feedback on your practice include a senior pharmacist, other pharmacy colleagues, healthcare colleagues, and other individuals you work with who can comment on your current practice.

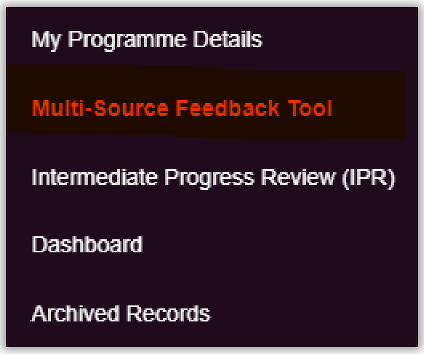
There is no limit on the number of colleagues you can invite to provide feedback. You should aim to seek feedback from ideally 10-12 colleagues - the more the better. However, we recognise this might be challenging in some workplace settings and the minimum number of colleagues required to initiate the process is **three**.

Before you initiate the feedback process, we advise you to contact your colleagues to ask if they are willing to provide feedback. Use this as an opportunity to ensure that you have the correct contact details for them too.

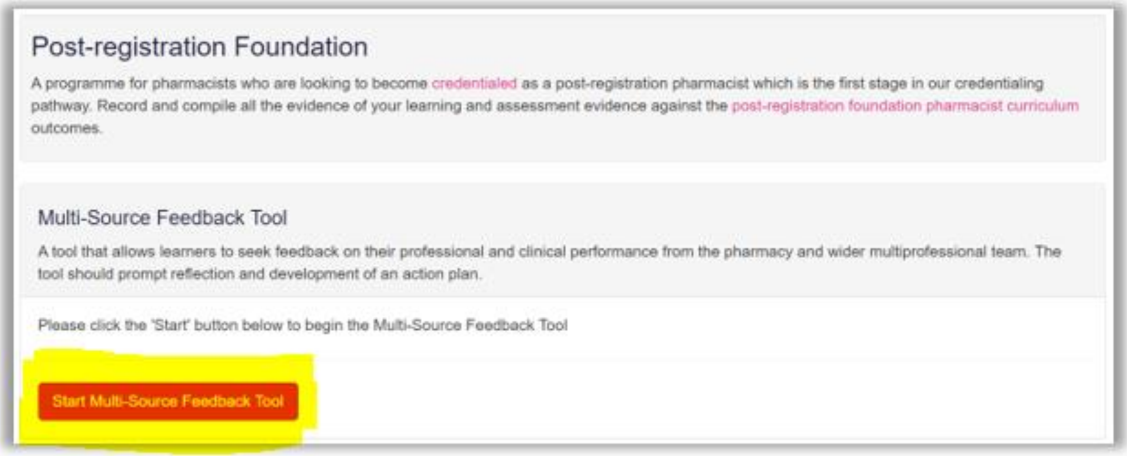
**NOTE**: The process only gives your colleagues 30 days to provide feedback. You will also have the option to extend this by an additional 30 days if they require more time. However, if they do not provide feedback within the set timeframe you will not be able to complete the process.

### 8.12.1 Initiating the multi-source feedback process

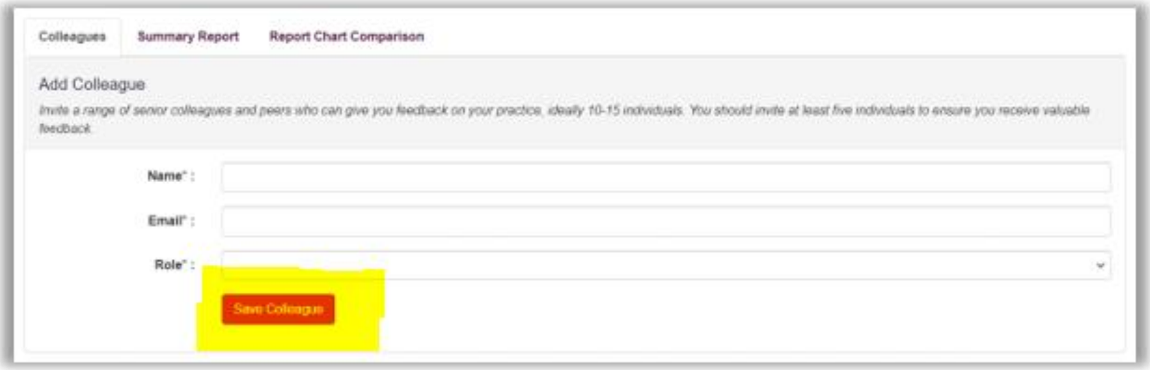
Select “**Multi-Source Feedback Tool**” from the navigation menu.



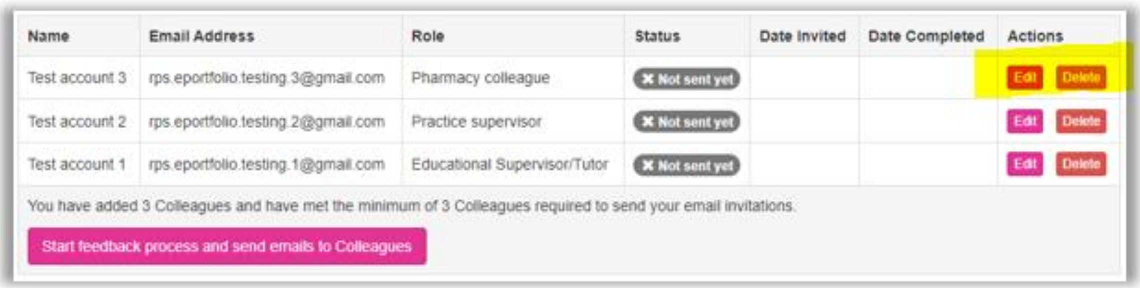
To initiate the process, select “**Start Multi-Source Feedback Tool**”.




Enter details of at least **three colleagues** who you want to seek feedback from. Once you have entered the required information click on “**Save Colleague**”.




You can edit the details of your colleagues at any point by clicking on “**Edit**”. You can also delete their details if you change your mind or find out that they can no longer provide you with feedback. Simplify select “**Delete**” to delete them from the list.




Once you have entered the details of your colleagues and are happy with your list, click on “**Start feedback process and send emails to Colleagues**”.

| Name | Email Address | Role | Status | Date Invited | Date Completed | Actions |
|---|---|---|---|---|---|---|
| Test account 3 | rps.eportfolio.testing.3@gmail.com | Pharmacy colleague | ✖ Not sent yet | | | Edit Delete |
| Test account 2 | rps.eportfolio.testing.2@gmail.com | Practice supervisor | ✖ Not sent yet | | | Edit Delete |
| Test account 1 | rps.eportfolio.testing.1@gmail.com | Educational Supervisor/Tutor | ✖ Not sent yet | | | Edit Delete |

You have added 3 Colleagues and have met the minimum of 3 Colleagues required to send your email invitations.

Start feedback process and send emails to Colleagues

**NOTE**: Once you start the process you will no longer be able to edit or delete details or add further names.

The status will change once all emails have been sent.

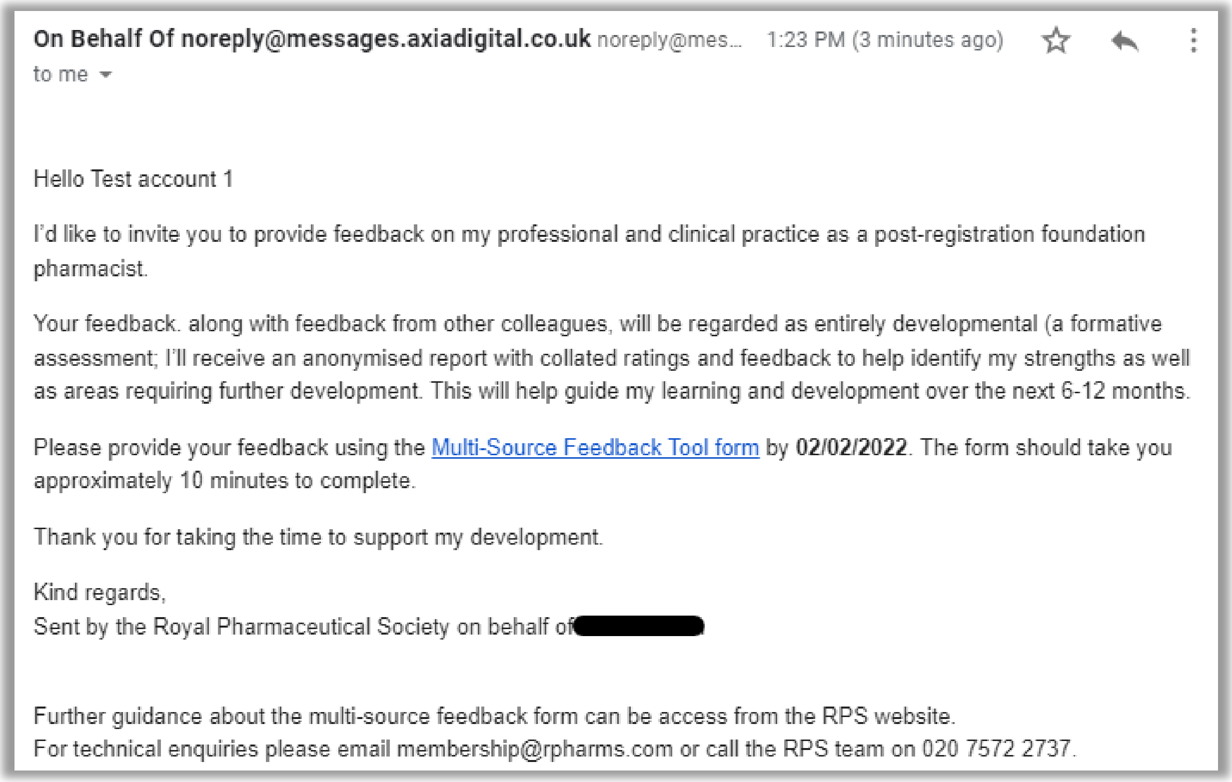
| Name | Email Address | Role | Status | Date Invited | Date Completed | Actions |
|---|---|---|---|---|---|---|
| Test account 3 | rps.eportfolio.testing.3@gmail.com | Pharmacy colleague | Pending - sent but no action | 03/01/2022 | | Send reminder email |
| Test account 2 | rps.eportfolio.testing.2@gmail.com | Practice supervisor | Pending - sent but no action | 03/01/2022 | | Send reminder email |
| Test account 1 | rps.eportfolio.testing.1@gmail.com | Educational Supervisor/Tutor | Pending - sent but no action | 03/01/2022 | | Send reminder email |

You have added 3 Colleagues and have met the minimum of 3 Colleagues required to send your email invitations.

Extend feedback process | Close feedback process

Your colleagues will receive an email with a link requesting their feedback.

On occasion, emails might not send as intended. If this happens, you can click on "**Send reminder email**", to try again. On occasions emails fail to send because the email address is invalid so do check details for your colleagues and correct them as necessary.


On Behalf Of noreply@messages.axiadigital.co.uk noreply@mes... 1:23 PM (3 minutes ago)
to me

Hello Test account 1

I'd like to invite you to provide feedback on my professional and clinical practice as a post-registration foundation pharmacist.

Your feedback. along with feedback from other colleagues, will be regarded as entirely developmental (a formative assessment; I'll receive an anonymised report with collated ratings and feedback to help identify my strengths as well as areas requiring further development. This will help guide my learning and development over the next 6-12 months.

Please provide your feedback using the Multi-Source Feedback Tool form by **02/02/2022**. The form should take you approximately 10 minutes to complete.

Thank you for taking the time to support my development.

Kind regards,
Sent by the Royal Pharmaceutical Society on behalf of [redacted]

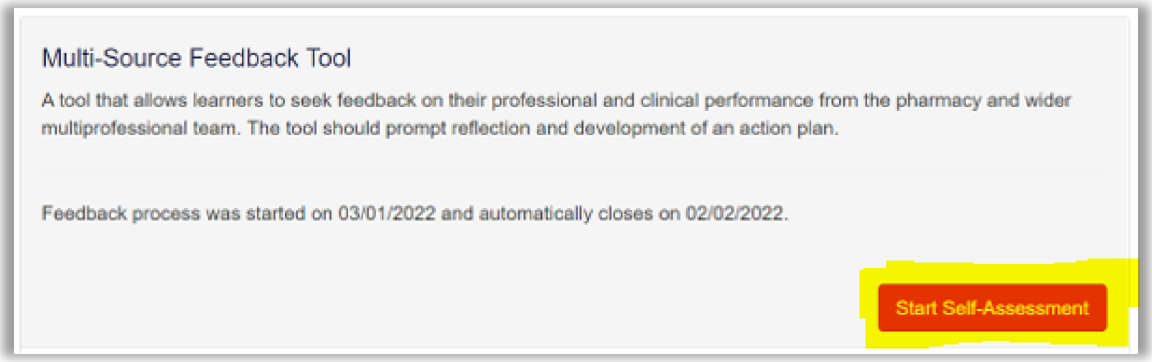
Further guidance about the multi-source feedback form can be access from the RPS website.
For technical enquiries please email membership@rpharms.com or call the RPS team on 020 7572 2737.

You now need to wait for the feedback to be completed by your colleagues.

### 8.12.2 Completing your self-assessment

While you wait for your colleagues to submit their feedback, you should complete the self-assessment of your practice. This uses the same criteria as your colleagues and is a key element of the multi-source feedback process.

To complete self-assessment, select "**Start Self-Assessment**".


Multi-Source Feedback Tool

A tool that allows learners to seek feedback on their professional and clinical performance from the pharmacy and wider multiprofessional team. The tool should prompt reflection and development of an action plan.

Feedback process was started on 03/01/2022 and automatically closes on 02/02/2022.

Start Self-Assessment

Complete all sections as instructed, rating your practice, and providing comments on each section.

When you have completed your feedback, select "**Save and Mark as Complete**" to complete the process.

Multi-Source Feedback Tool

A tool that allows learners to seek feedback on their professional and clinical performance from the pharmacy and wider multiprofessional team. The tool should prompt reflection and development of an action plan.

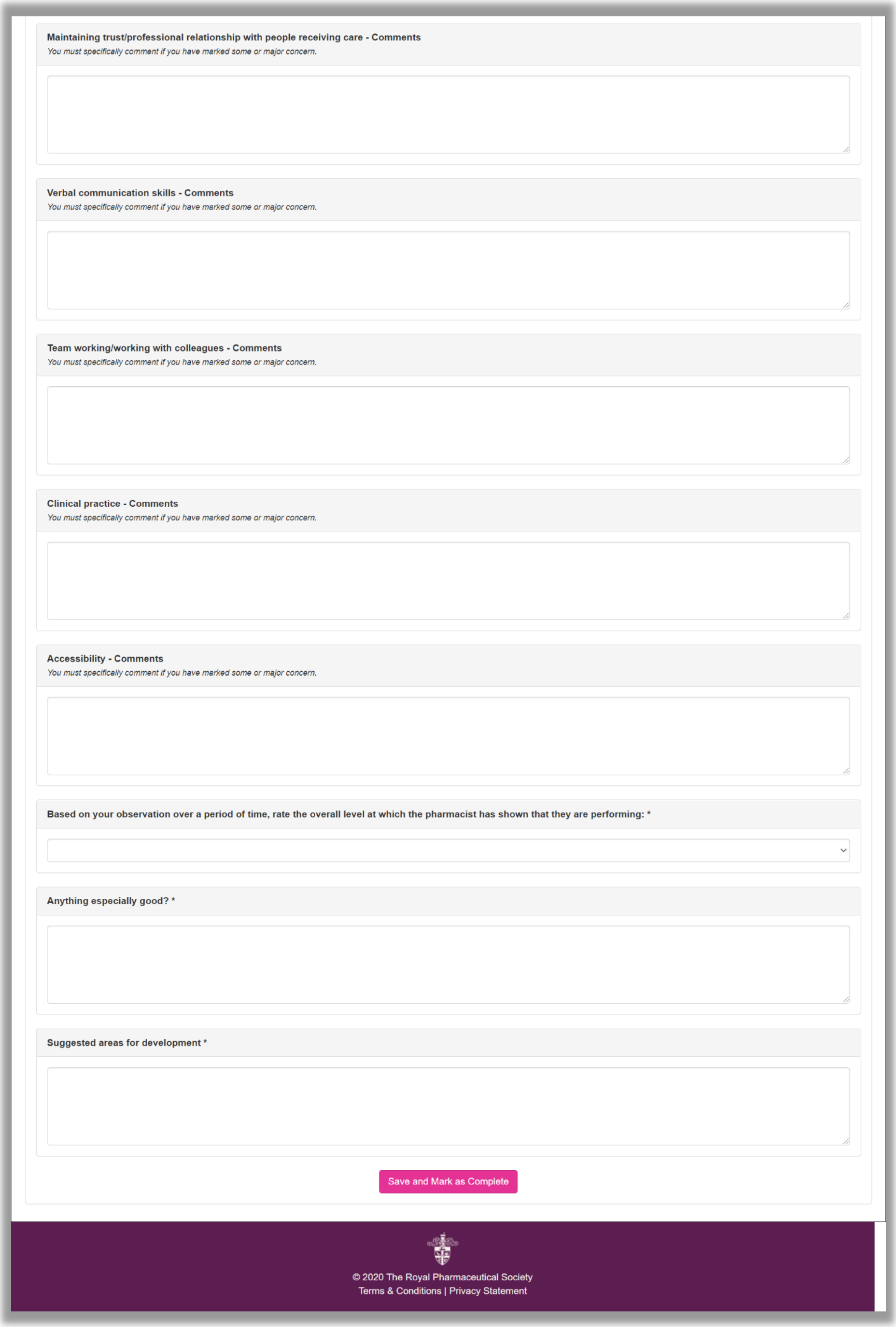
Feedback process was started on 03/01/2022 and automatically closes on 02/02/2022.

Back

*Please use this form to assess your professional attitude and/or behaviour and your clinical practice.*

*Your assessment will be compared to feedback from your colleagues. You will be able to use your report to guide your learning and development.*

| | No concern | Some concern | Major concern | Not observed |
|---|---|---|---|---|
| **Maintaining trust/professional relationship with people receiving care*** <br>• Actively listens <br>• Is polite and caring <br>• Shows respect for peoples' opinions, privacy, dignity and is unprejudiced | ○ | ○ | ○ | ○ |
| **Verbal communication skills*** <br>• Gives understandable information <br>• Speaks good English, at the appropriate level for the person | ○ | ○ | ○ | ○ |
| **Team working/working with colleagues*** <br>• Respects others' roles and works constructively in the team <br>• Hands over effectively, and communicates well <br>• Is unprejudiced, supportive and fair <br>• Supports development of others through supervision, mentoring and training | ○ | ○ | ○ | ○ |
| **Clinical practice*** <br>• Applies clinical knowledge and skills appropriately <br>• Holistically reviews people and their medicines <br>• Gathers information and takes histories proficiently, conducts clinical examinations and assessments, develops diagnostic skills <br>• Makes decisions which manage clinical risk and uncertainty appropriately <br>• Is patient safety focused | ○ | ○ | ○ | ○ |
| **Accessibility*** <br>• Accessible <br>• Takes proper responsibility. Only delegates appropriately <br>• Does not shirk duty <br>• Responds when called. Arranges cover for absence | ○ | ○ | ○ | ○ |



**Maintaining trust/professional relationship with people receiving care - Comments**
*You must specifically comment if you have marked some or major concern.*

**Verbal communication skills - Comments**
*You must specifically comment if you have marked some or major concern.*

**Team working/working with colleagues - Comments**
*You must specifically comment if you have marked some or major concern.*

**Clinical practice - Comments**
*You must specifically comment if you have marked some or major concern.*

**Accessibility - Comments**
*You must specifically comment if you have marked some or major concern.*

**Based on your observation over a period of time, rate the overall level at which the pharmacist has shown that they are performing: ***

**Anything especially good? ***

**Suggested areas for development ***

Save and Mark as Complete

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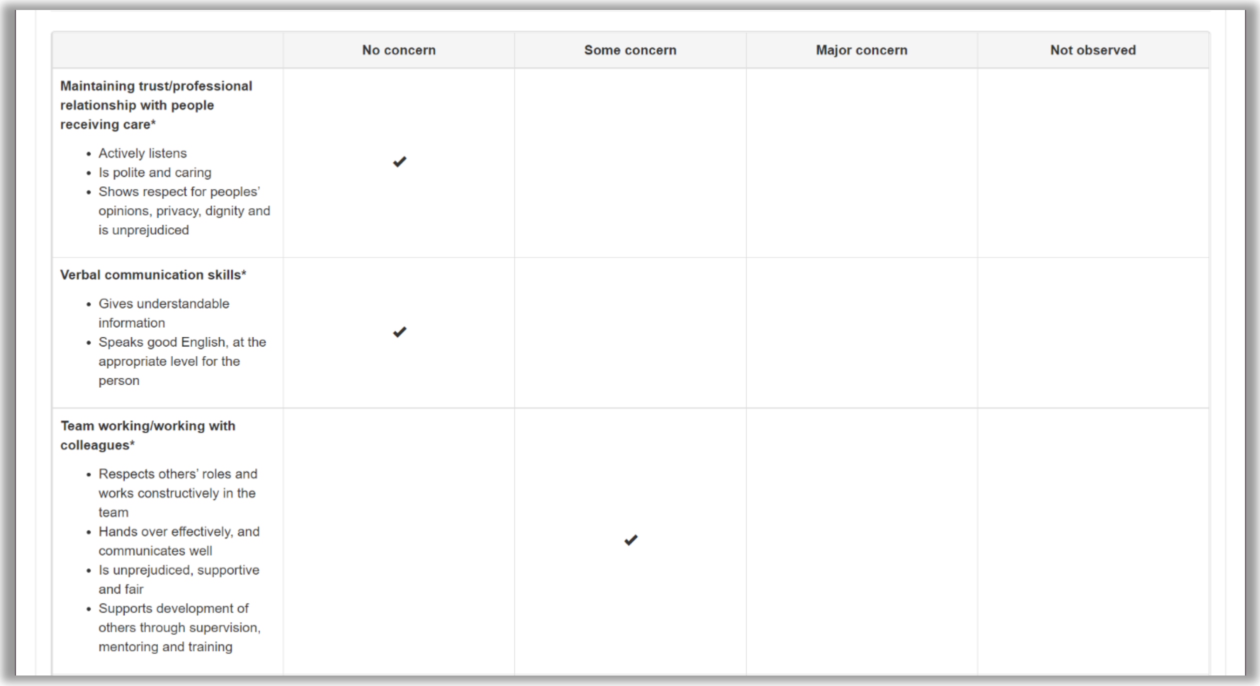
Terms & Conditions | Privacy Statement

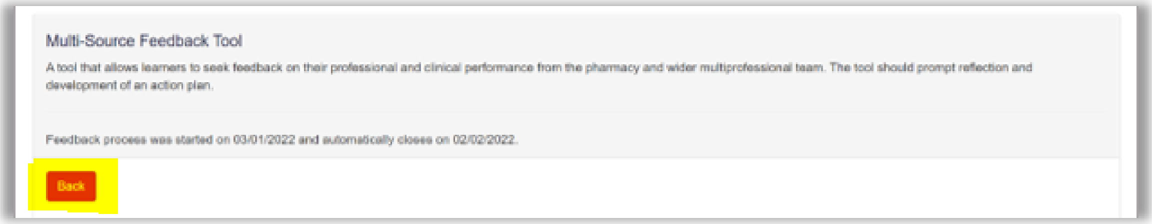
Please note that once you select this button, you will no longer be able to come back to the self-assessment form and make edits.

You will receive confirmation that the form is completed, and the form becomes read-only.



| | No concern | Some concern | Major concern | Not observed |
|---|---|---|---|---|
| **Maintaining trust/professional relationship with people receiving care*** • Actively listens • Is polite and caring • Shows respect for peoples' opinions, privacy, dignity and is unprejudiced | ✔ | | | |
| **Verbal communication skills*** • Gives understandable information • Speaks good English, at the appropriate level for the person | ✔ | | | |
| **Team working/working with colleagues*** • Respects others' roles and works constructively in the team • Hands over effectively, and communicates well • Is unprejudiced, supportive and fair • Supports development of others through supervision, mentoring and training | | ✔ | | |

Close the form by clicking the "**Back**" button.



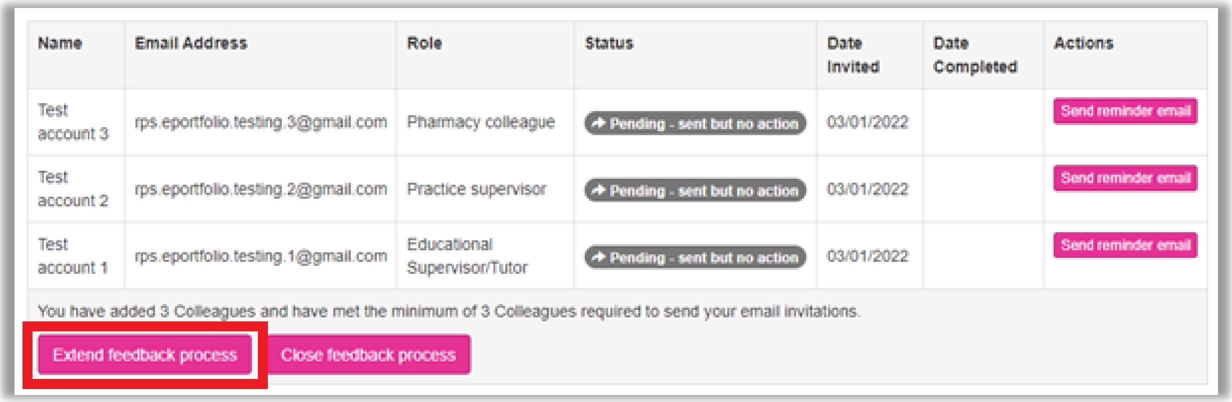

## 8.12.3 Managing colleagues

### Extending the feedback process

Colleagues have **30 days** to complete the process, but if they need additional time then you can extend the feedback period by a further **30 days**.

**NOTE**: You can only extend the feedback period once, and when you do so, it will be extended for all colleagues (this includes those who have already provided their feedback).

To extend the process select "**Extend feedback process**".



| Name | Email Address | Role | Status | Date Invited | Date Completed | Actions |
|---|---|---|---|---|---|---|
| Test account 3 | rps.eportfolio.testing.3@gmail.com | Pharmacy colleague | Pending - sent but no action | 03/01/2022 | | Send reminder email |
| Test account 2 | rps.eportfolio.testing.2@gmail.com | Practice supervisor | Pending - sent but no action | 03/01/2022 | | Send reminder email |
| Test account 1 | rps.eportfolio.testing.1@gmail.com | Educational Supervisor/Tutor | Pending - sent but no action | 03/01/2022 | | Send reminder email |

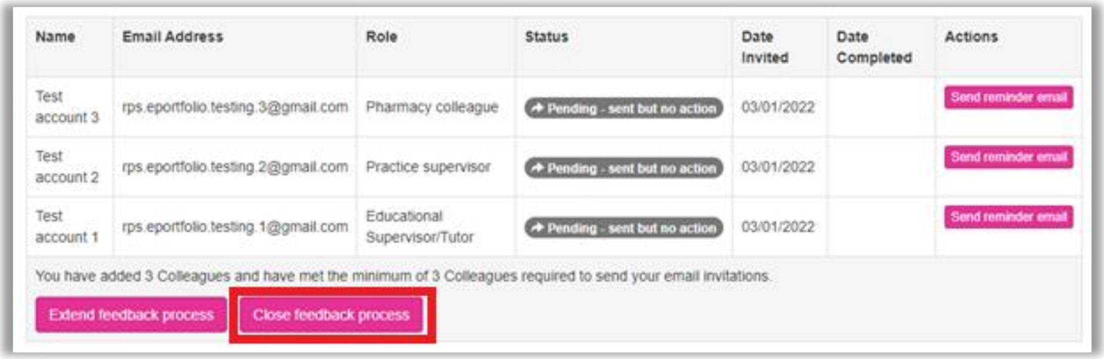
You have added 3 Colleagues and have met the minimum of 3 Colleagues required to send your email invitations.

Extend feedback process Close feedback process

### 8.12.4 Closing the feedback process

If all your colleagues have provided feedback before the 30 days deadline, you can close the process early to trigger the next step.

To close the process, select "**Close feedback process**". Once you have done this you will not be able to return and open up the process.



| Name | Email Address | Role | Status | Date Invited | Date Completed | Actions |
|---|---|---|---|---|---|---|
| Test account 3 | rps.eportfolio.testing.3@gmail.com | Pharmacy colleague | Pending - sent but no action | 03/01/2022 | | Send reminder email |
| Test account 2 | rps.eportfolio.testing.2@gmail.com | Practice supervisor | Pending - sent but no action | 03/01/2022 | | Send reminder email |
| Test account 1 | rps.eportfolio.testing.1@gmail.com | Educational Supervisor/Tutor | Pending - sent but no action | 03/01/2022 | | Send reminder email |

You have added 3 Colleagues and have met the minimum of 3 Colleagues required to send your email invitations.

Extend feedback process Close feedback process

### 8.12.5 Reviewing your feedback

#### Educational Supervisor and/or Designated Prescribing Practitioner review

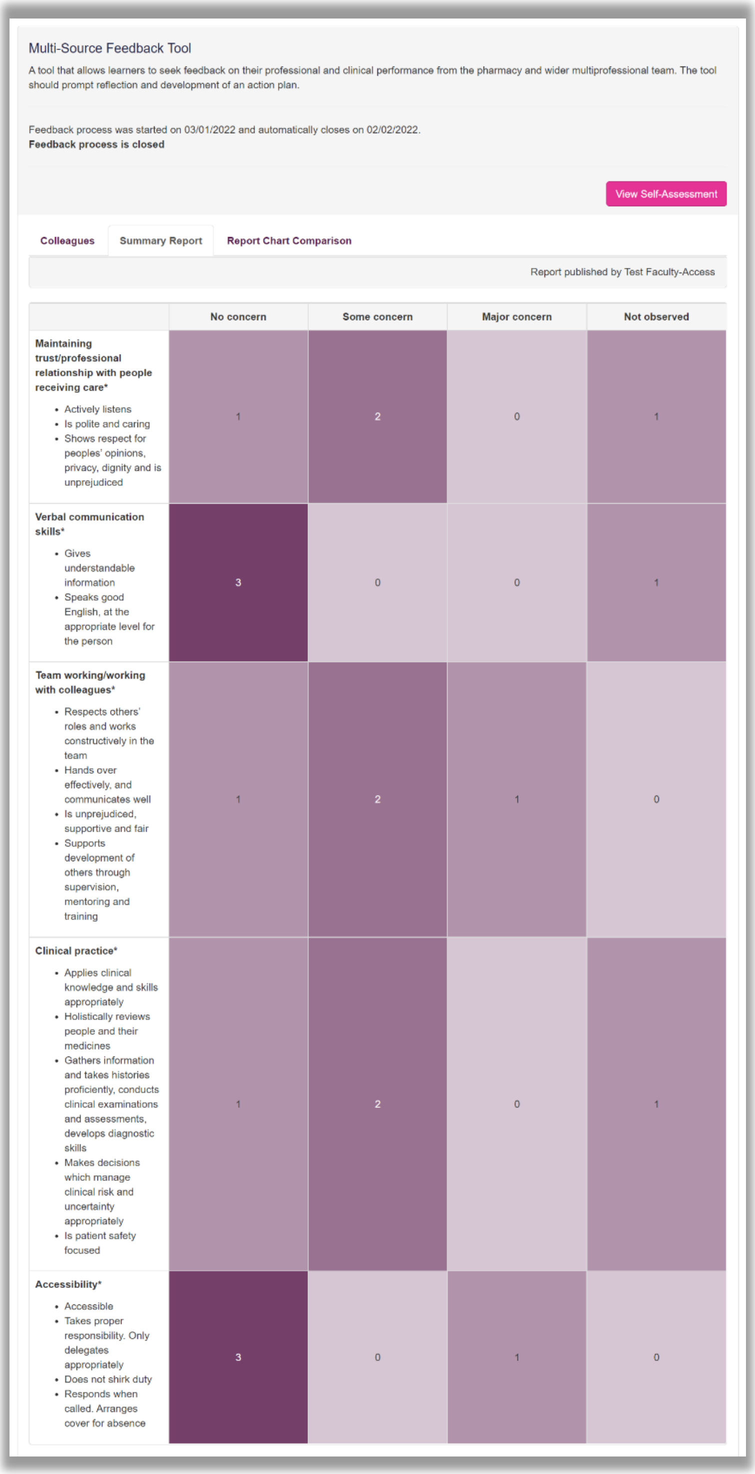
Once the feedback process is closed (either manually by you, or because the deadline has passed), your educational supervisor/designated prescribing practitioner will review your feedback.

They will be able to view all ratings and comments in a summary report with details of who provided each comment. They will review the summary and add their own comments. On occasion they may contact colleagues for further clarify on their comments.

Once they have completed this process, they will publish the report, and a notification email will be sent to you to let you know that the report is now ready and available to be viewed. This report will then appear in your **multi-source feedback tool area** for your review and comments.

## Your review

You can access the summary report from the “**Summary Report**” tab.



Multi-Source Feedback Tool

A tool that allows learners to seek feedback on their professional and clinical performance from the pharmacy and wider multiprofessional team. The tool should prompt reflection and development of an action plan.

Feedback process was started on 03/01/2022 and automatically closes on 02/02/2022.
**Feedback process is closed**

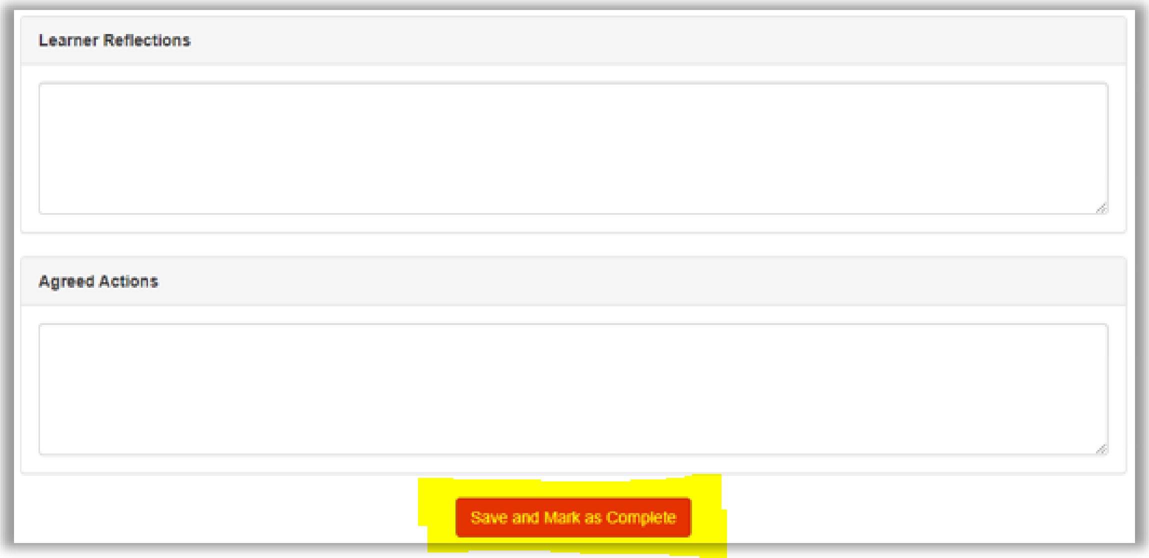
View Self-Assessment

Colleagues | Summary Report | Report Chart Comparison

Report published by Test Faculty-Access

| | No concern | Some concern | Major concern | Not observed |
|---|---|---|---|---|
| **Maintaining trust/professional relationship with people receiving care*** • Actively listens • Is polite and caring • Shows respect for peoples' opinions, privacy, dignity and is unprejudiced | 1 | 2 | 0 | 1 |
| **Verbal communication skills*** • Gives understandable information • Speaks good English, at the appropriate level for the person | 3 | 0 | 0 | 1 |
| **Team working/working with colleagues*** • Respects others' roles and works constructively in the team • Hands over effectively, and communicates well • Is unprejudiced, supportive and fair • Supports development of others through supervision, mentoring and training | 1 | 2 | 1 | 0 |
| **Clinical practice*** • Applies clinical knowledge and skills appropriately • Holistically reviews people and their medicines • Gathers information and takes histories proficiently, conducts clinical examinations and assessments, develops diagnostic skills • Makes decisions which manage clinical risk and uncertainty appropriately • Is patient safety focused | 1 | 2 | 0 | 1 |
| **Accessibility*** • Accessible • Takes proper responsibility. Only delegates appropriately • Does not shirk duty • Responds when called. Arranges cover for absence | 3 | 0 | 1 | 0 |

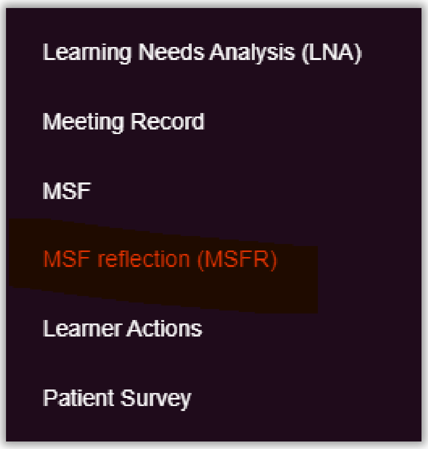
Read through all the sections, reflect on the rating and comments, then complete the **Learner Reflections** and **Agreed Actions** fields. Click “**Save and Mark as Complete**” when you have finished.




### 8.12.6 Reflecting on your feedback

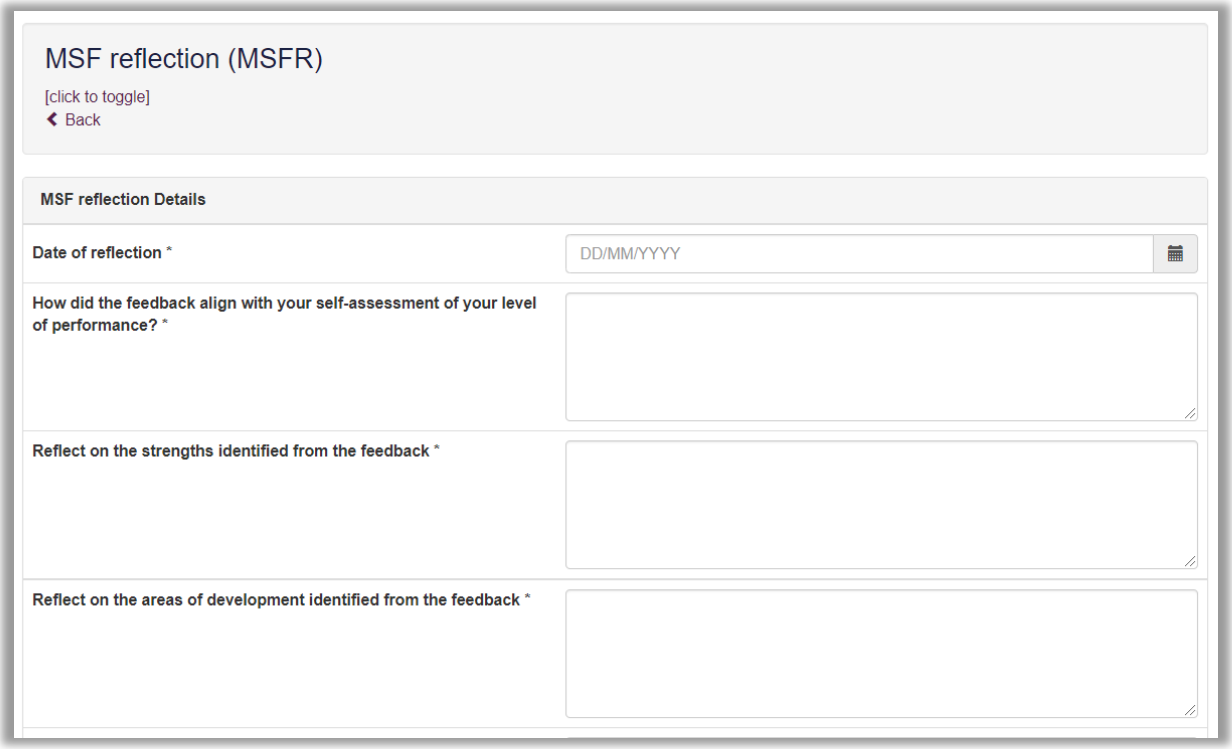
You should now spend some time reflecting on the multi-source feedback process.

Select **MSF reflection (MSFR)** from the navigation menu.



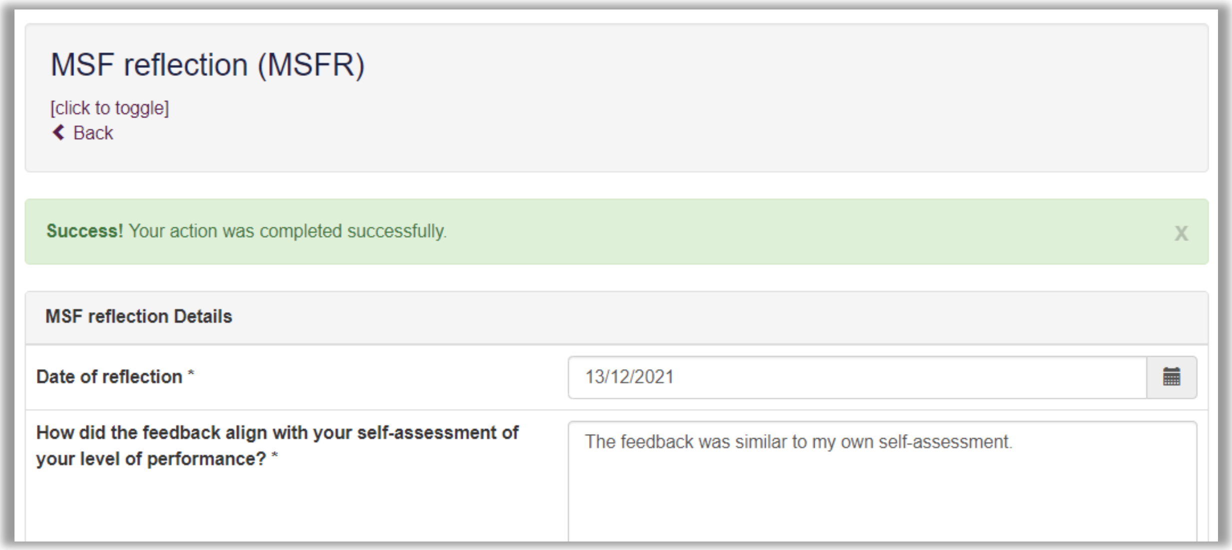

Select "**Start New Form**" to create a new record.


The form will appear. Complete the required fields as instructed.



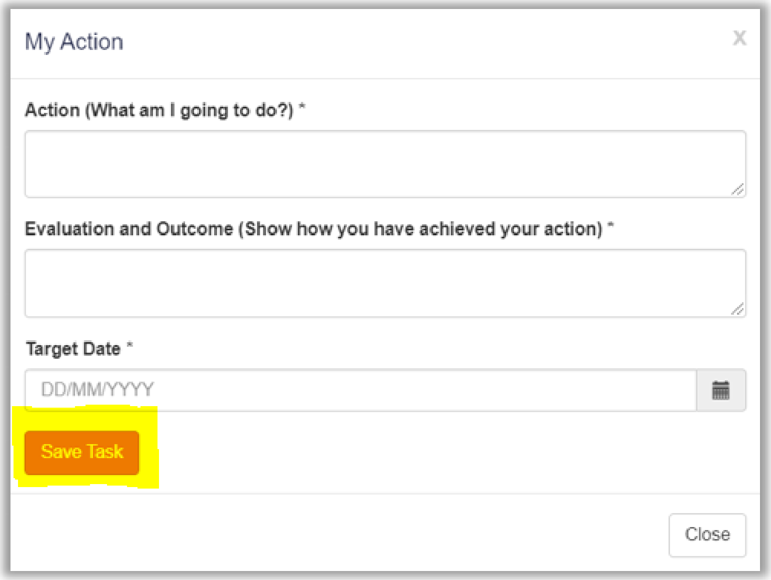

When you have completed all the required fields, select "**Create Record**".


You will receive confirmation that the record has been saved and created.



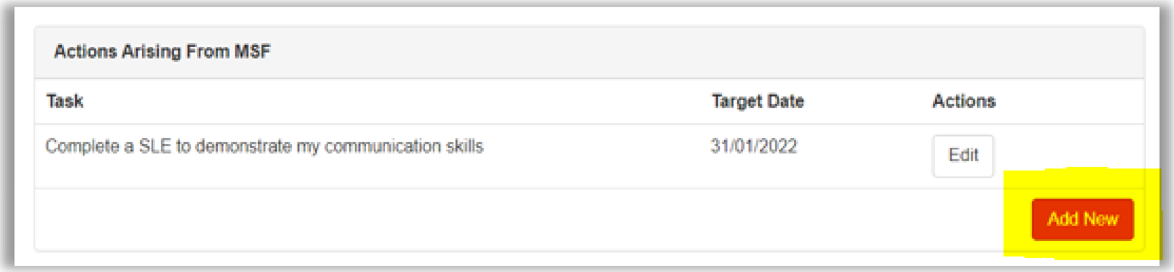

You can now add any actions associated with your reflection by clicking on "**Add new**".


Complete the required fields and click “**Save Task**” when done.

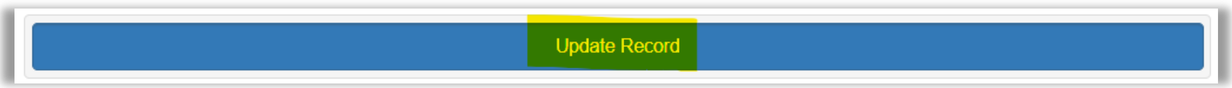



The action will save. You can edit the task by selecting “**Edit**”.

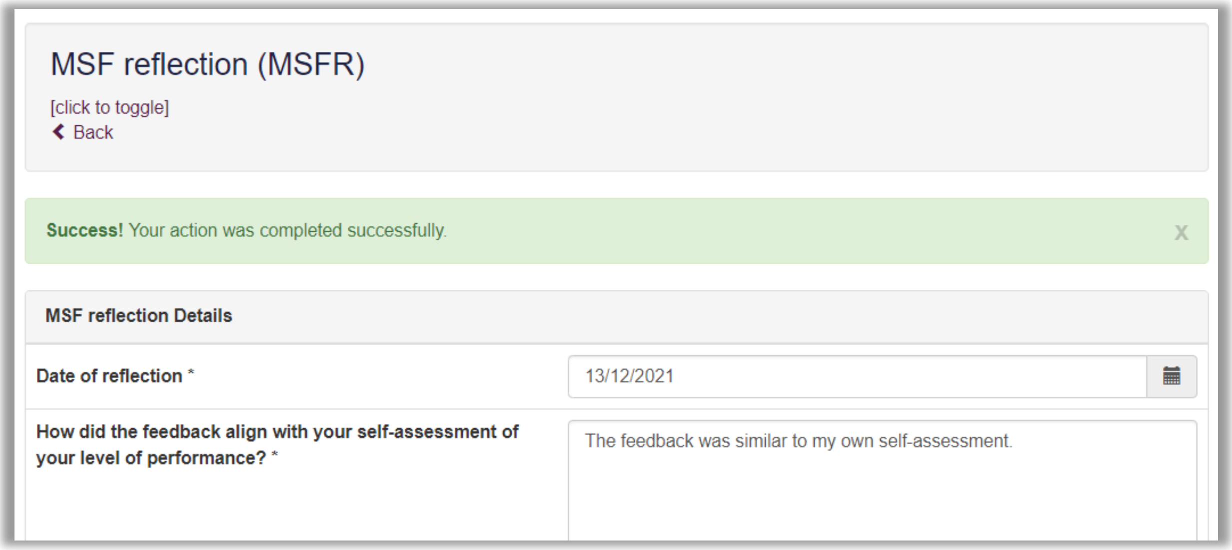
You can add further actions by selecting “**Add New**”.




Click on the “**Update Record**” button to save the record.

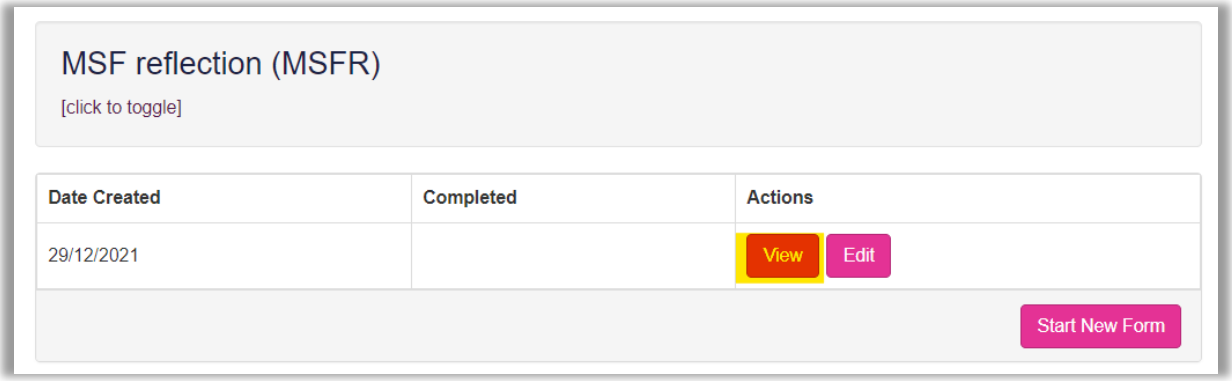



You will receive confirmation that the record has been updated and saved.

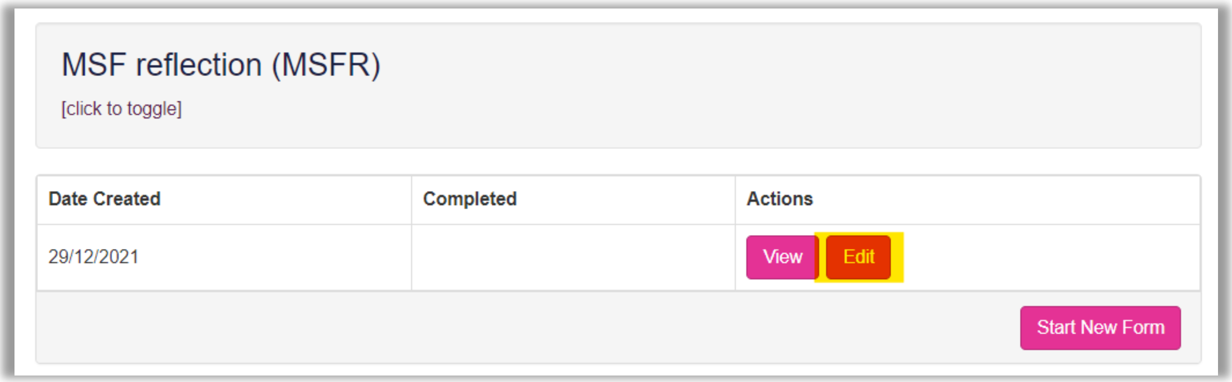



Click on “**Back**” to go back to the main **MSF reflection** page, where you can manage existing records, or create further records.

You can view the record by selecting “**View**” from the **MSF reflection** page.




You can update the record by selecting “**Edit**” from the MSF reflection page.



## 8.13 Patient Survey (PS)

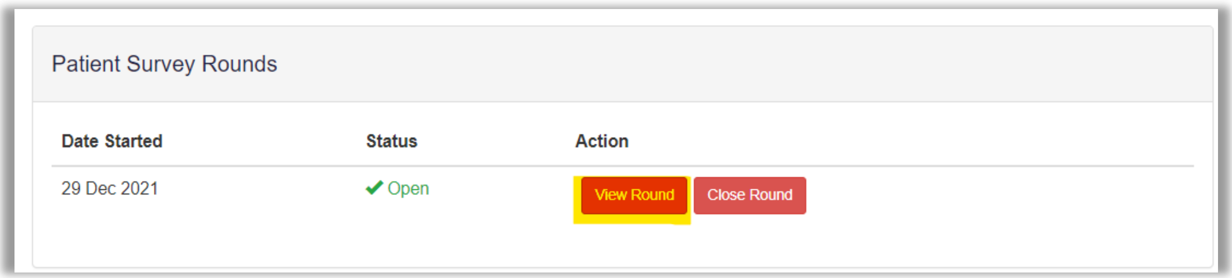
The patient survey tool enables you to collect feedback on your communication and consultation skills from the patients' perspective.

### 8.13.1 Initiating a patient survey

Select "**Patient Survey**" from the navigation menu or form the 'Other Records' section within your dashboard


To initiate the process, select "**Start new Patient Survey Round**".


Select "**View Round**" to add details of patients to the round.

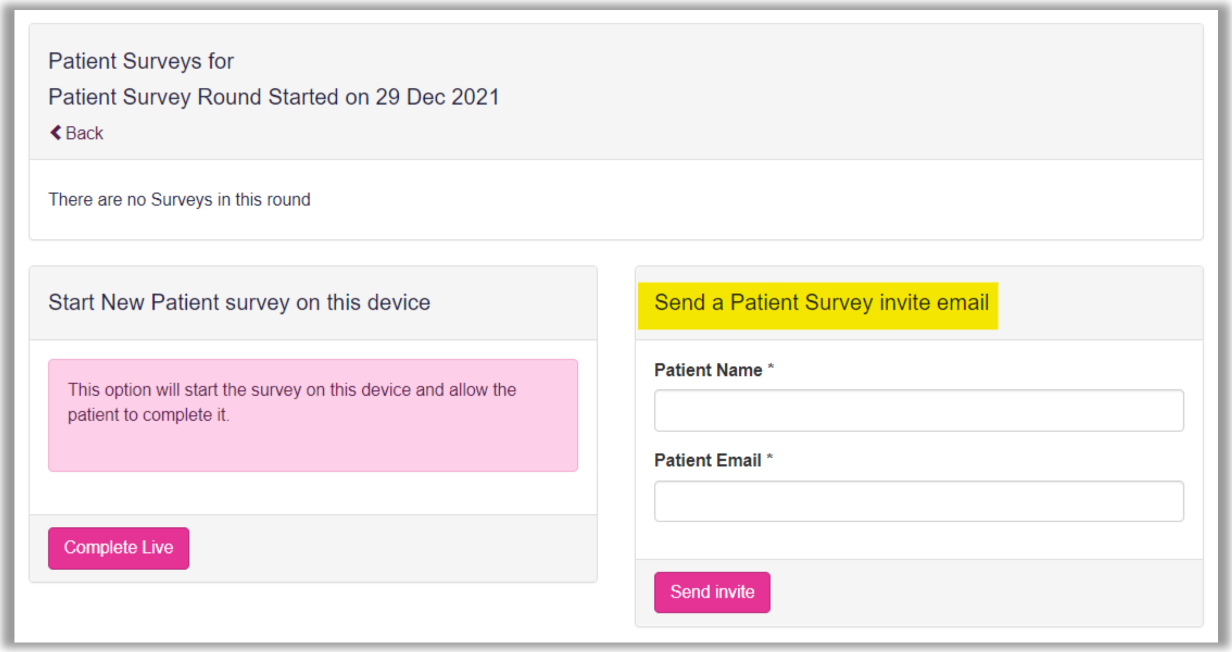



There are two ways the patient survey can be completed and these are described below:

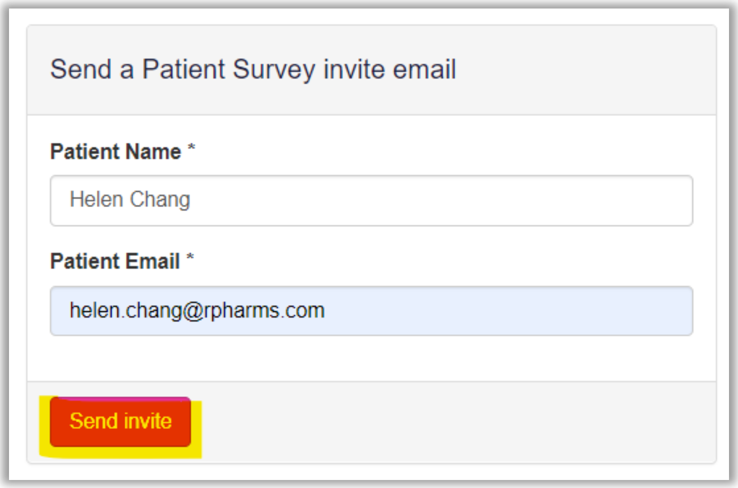
i) Send a patient survey invite email (includes a link)
ii) The patient completes the survey live on your device

## Send a patient survey invite email

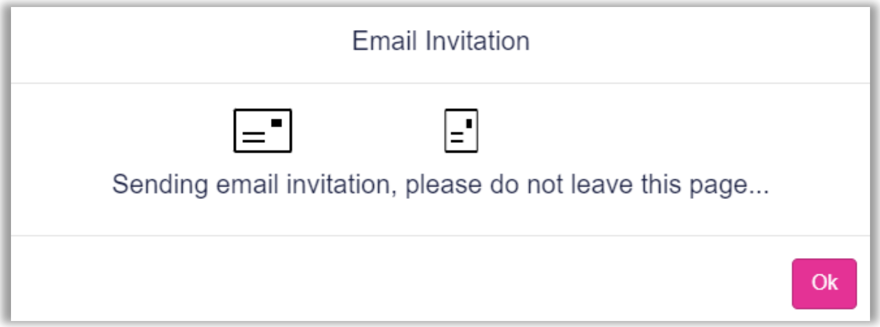
Enter the patients' details (name and email address) under the **Send a Patient Survey invite email** section.



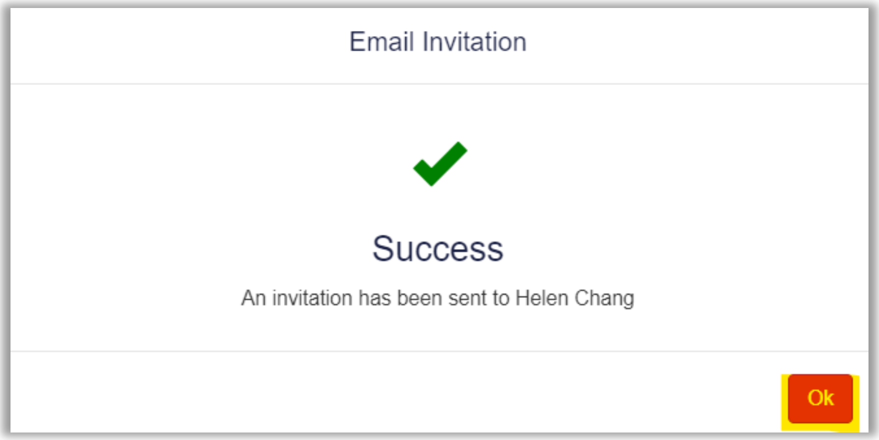

Click "**Send invite**" when you are ready to send the invitation.




A pop-up box will appear to indicate that the email is being sent.

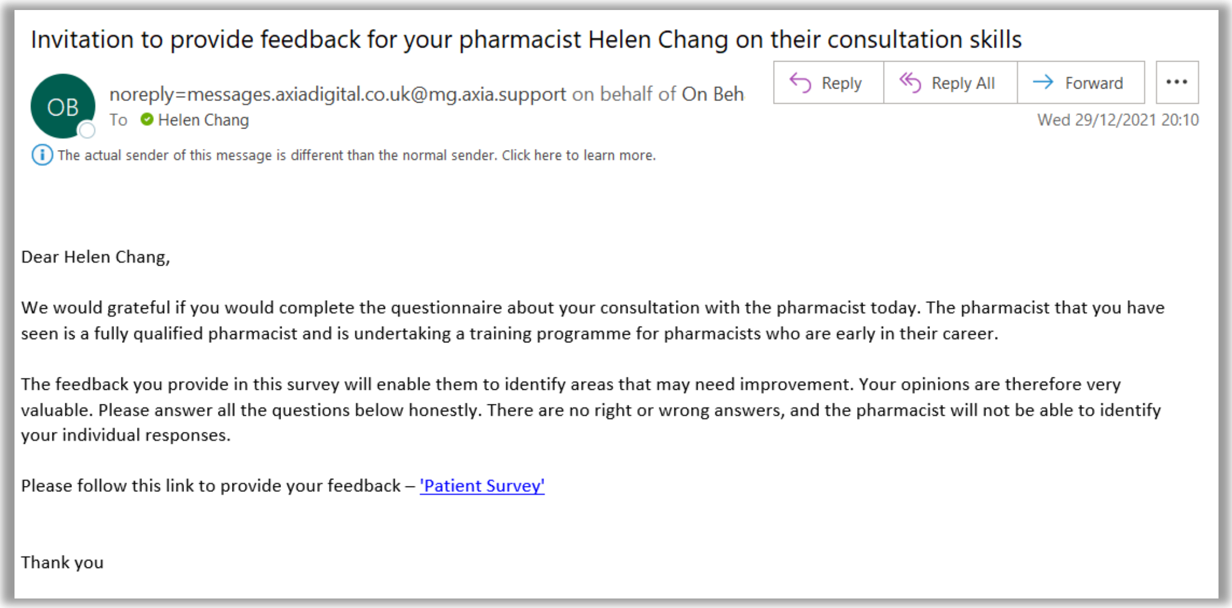



A confirmation message will appear to confirm whether this has been successfully sent. Click “**Ok**” to close the message.




The email that the patient received is shown below:

**NOTE**: These automated emails can sometimes be diverted to junk folders so do advise the patient to check these folders too.


Invitation to provide feedback for your pharmacist Helen Chang on their consultation skills

OB noreply=messages.axiadigital.co.uk@mg.axia.support on behalf of On Beh

To Helen Chang

Reply | Reply All | Forward | ...

Wed 29/12/2021 20:10

The actual sender of this message is different than the normal sender. Click here to learn more.

Dear Helen Chang,

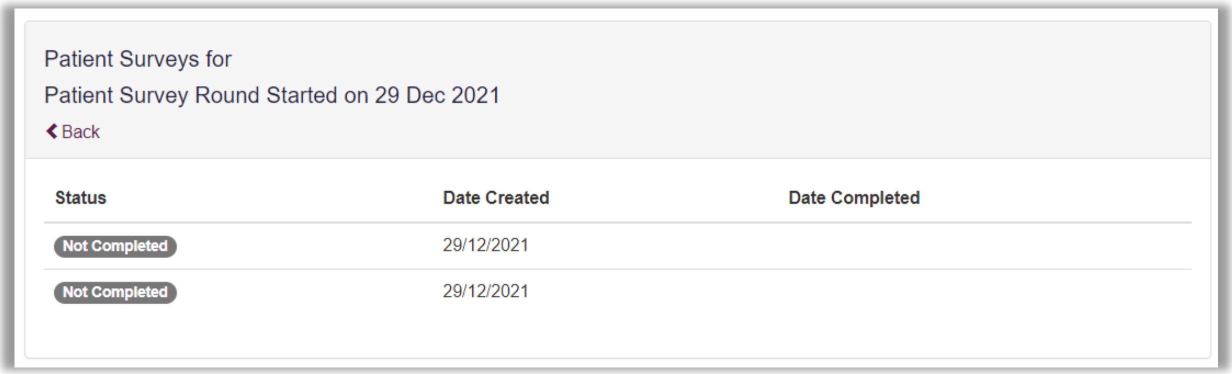
We would grateful if you would complete the questionnaire about your consultation with the pharmacist today. The pharmacist that you have seen is a fully qualified pharmacist and is undertaking a training programme for pharmacists who are early in their career.

The feedback you provide in this survey will enable them to identify areas that may need improvement. Your opinions are therefore very valuable. Please answer all the questions below honestly. There are no right or wrong answers, and the pharmacist will not be able to identify your individual responses.

Please follow this link to provide your feedback – 'Patient Survey'

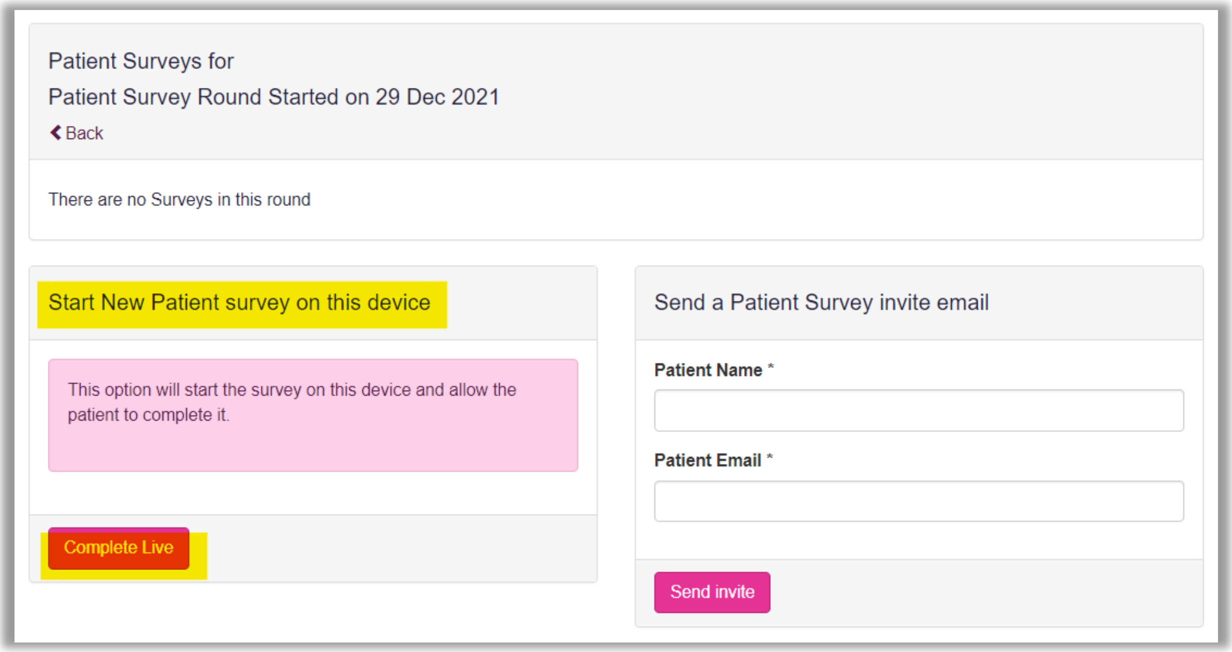
Thank you

You will see a list of invitations sent to your patients. This list has been anonymised for data protection purposes and there is no record of the patients' names and/or email addresses stored within the E-portfolio.

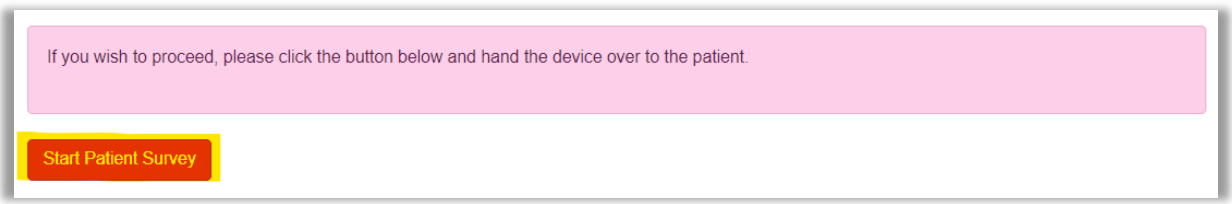



## Patient completes survey live on your device

You can also ask patients to provide feedback live on your device.

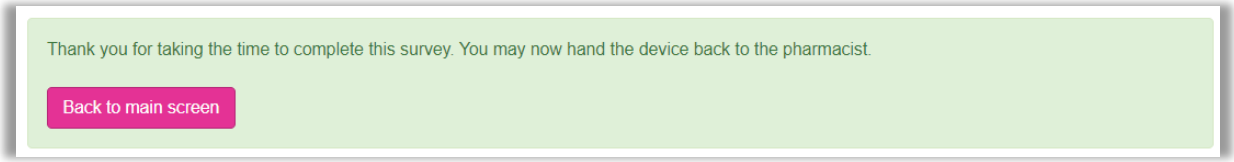



The live feedback page will appear. Hand your device to the patient and instruct them to click on "**Start Patient Survey**".

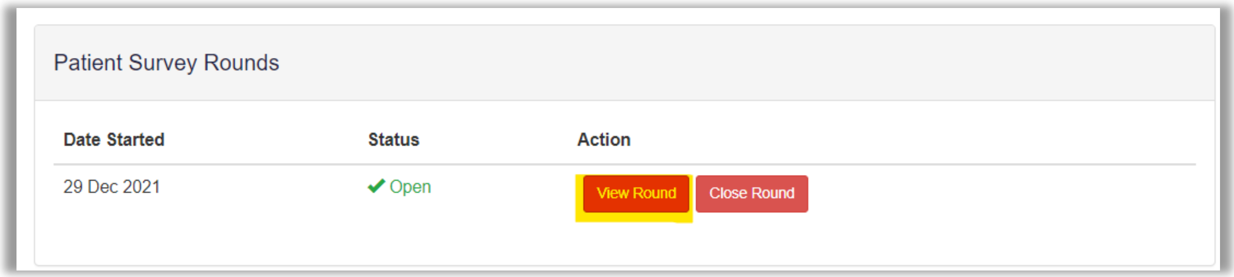



The patient will be prompted to complete feedback for you. When they are finished, they should click on "**Complete Survey**".

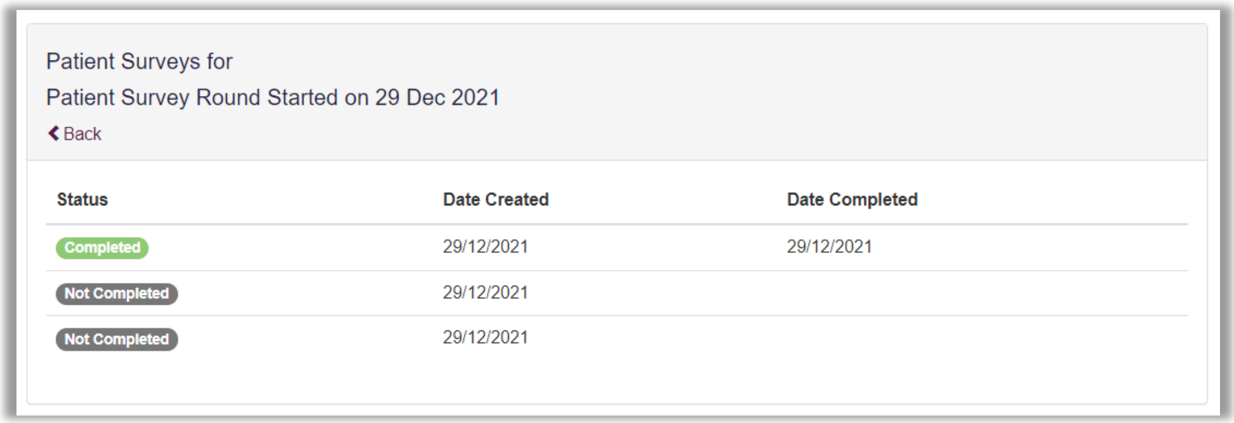

A message will appear to confirm that their feedback has been saved.




Click on “**Back to main screen**” to view the round, and then “**View Round**”.

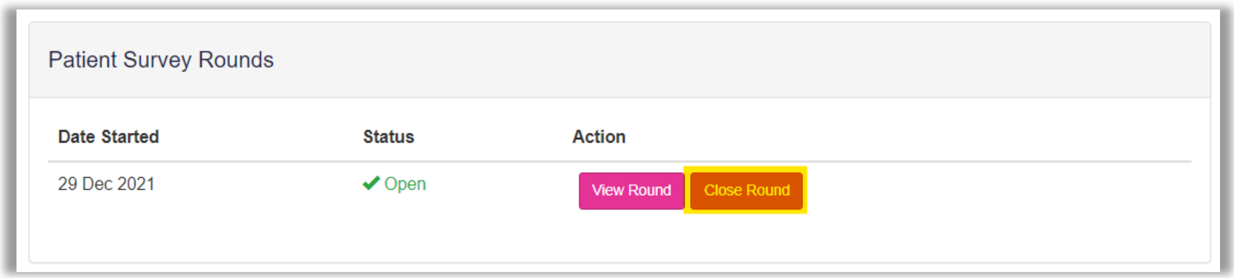



The list of patient feedback surveys will be updated with the live feedback just collected.



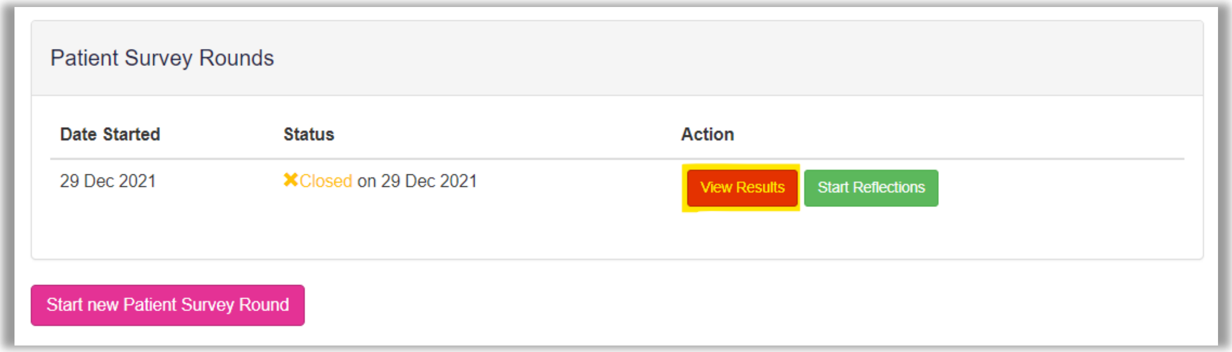

## 8.13.2 Closing the survey and viewing results

When you have collected sufficient feedback, you can close the feedback round by selecting “**Close Round**”.

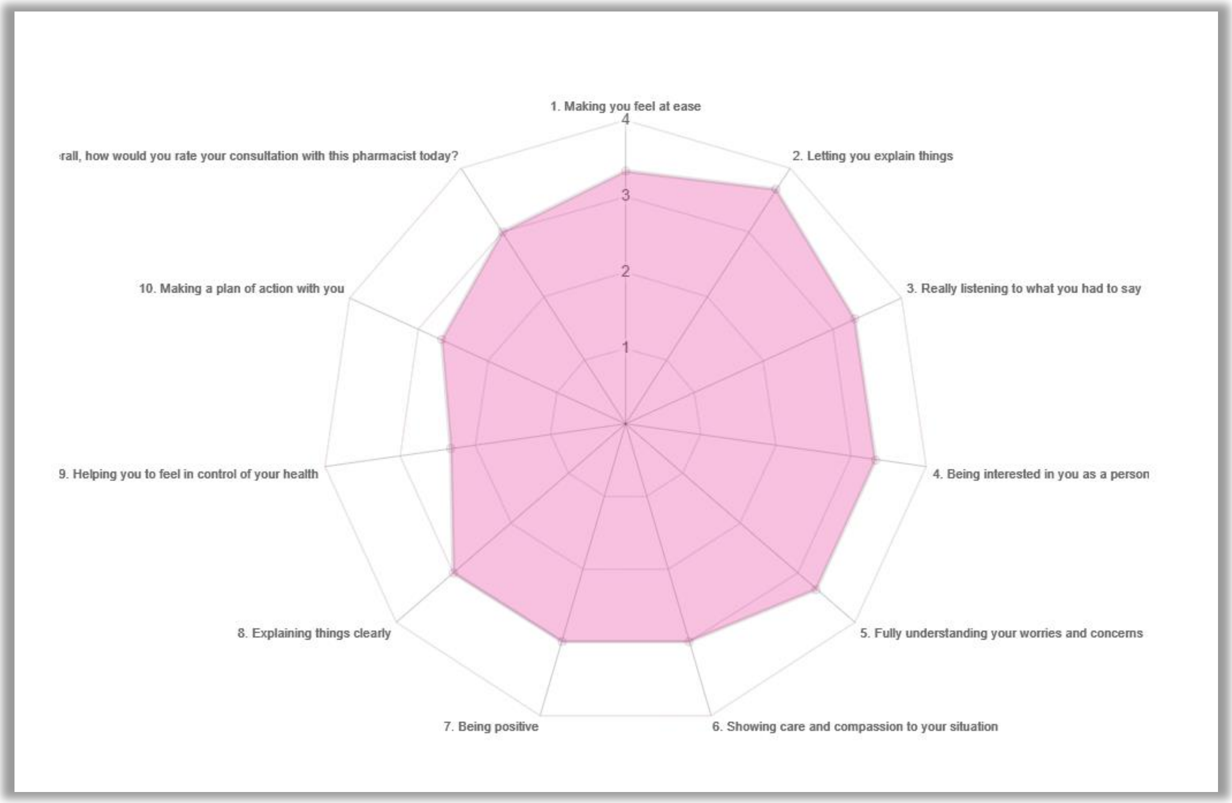


Confirm that you want to close the round by selecting “**Close Round**” when the pop-up box appears.

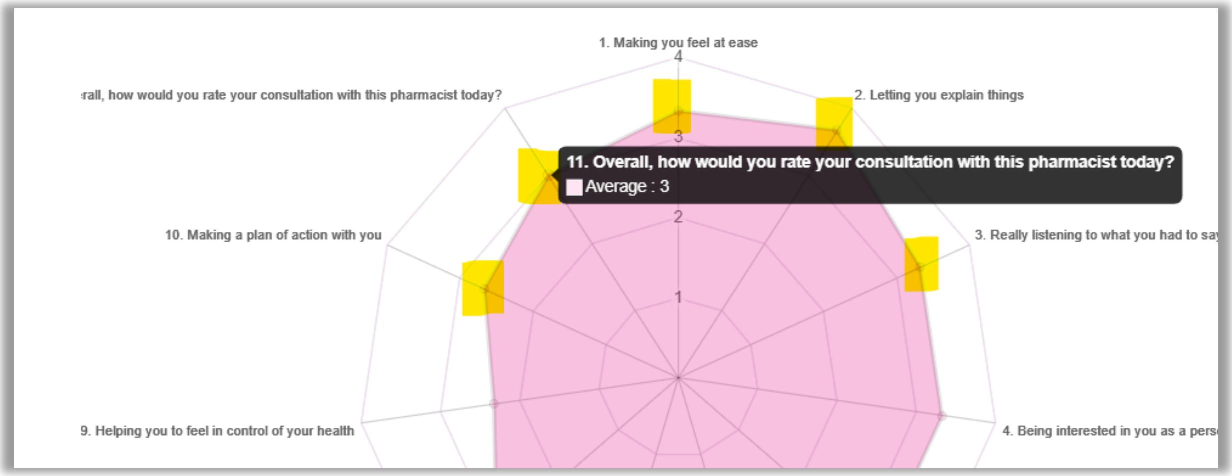

You can view the results by clicking on “**View Results**”.



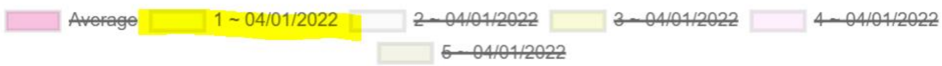

Your results will appear as a spider diagram.

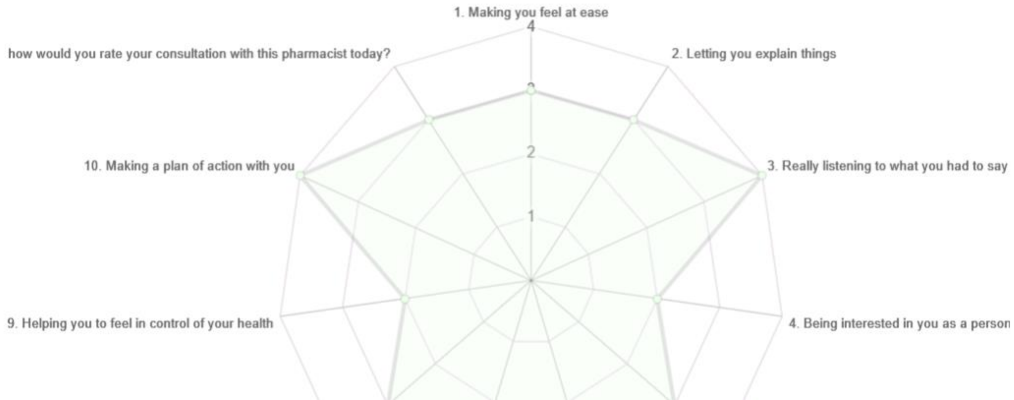


Hoovering over the total score for each area will provide you with an average score for your practice.



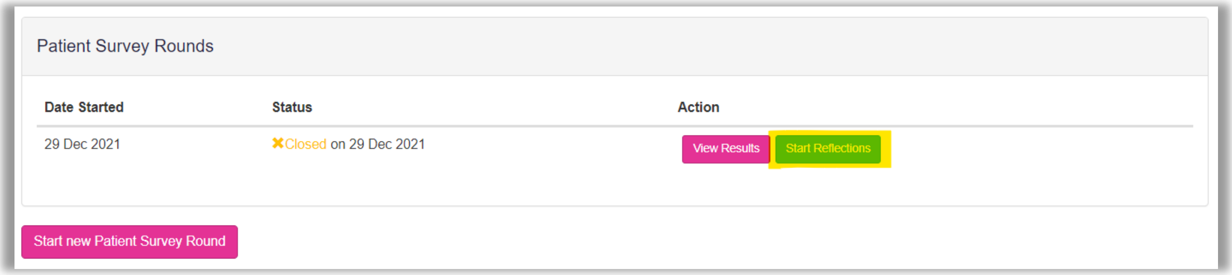

The default spider graph displays the average score but you can view individual responses by selecting which survey results you would like to see; you can do this by clicking on / off the respondents as show below:



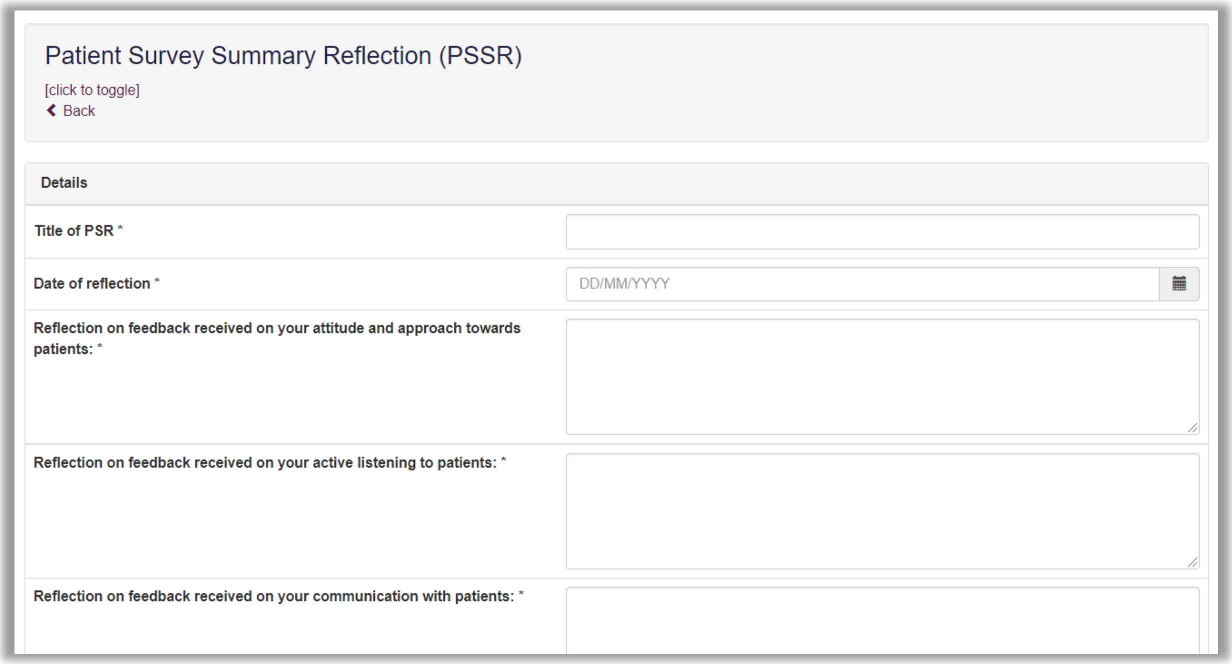



### 8.13.3 Reflecting on your feedback

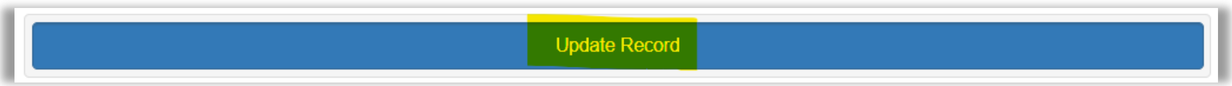
To reflect on the feedback you have received click on "**Start Reflection**" on the main **Patient survey** page.



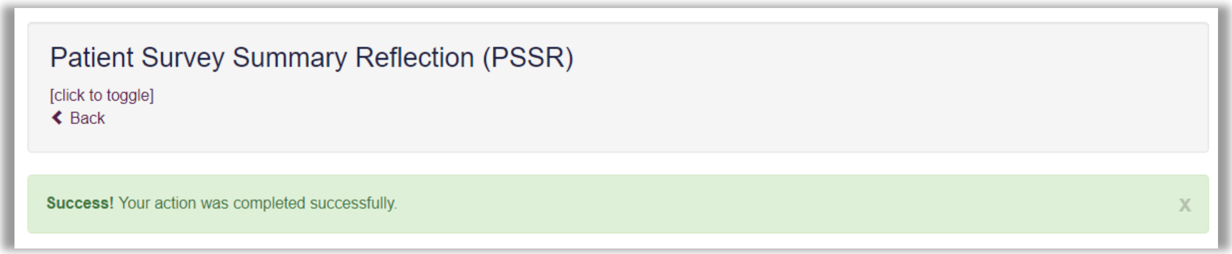

The **Patient Survey Summary Reflections** page will appear. Complete all required fields as instructed.




Click on the "**Update Record**" button to save the record.

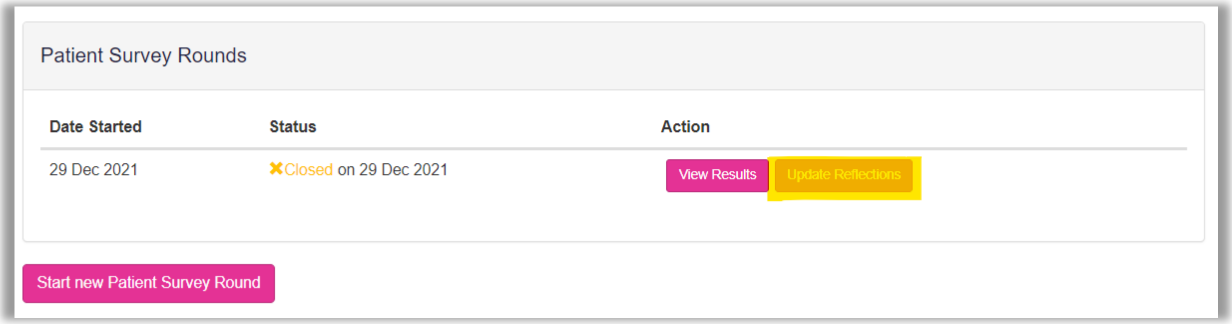



You will receive confirmation that the record has been updated and saved.

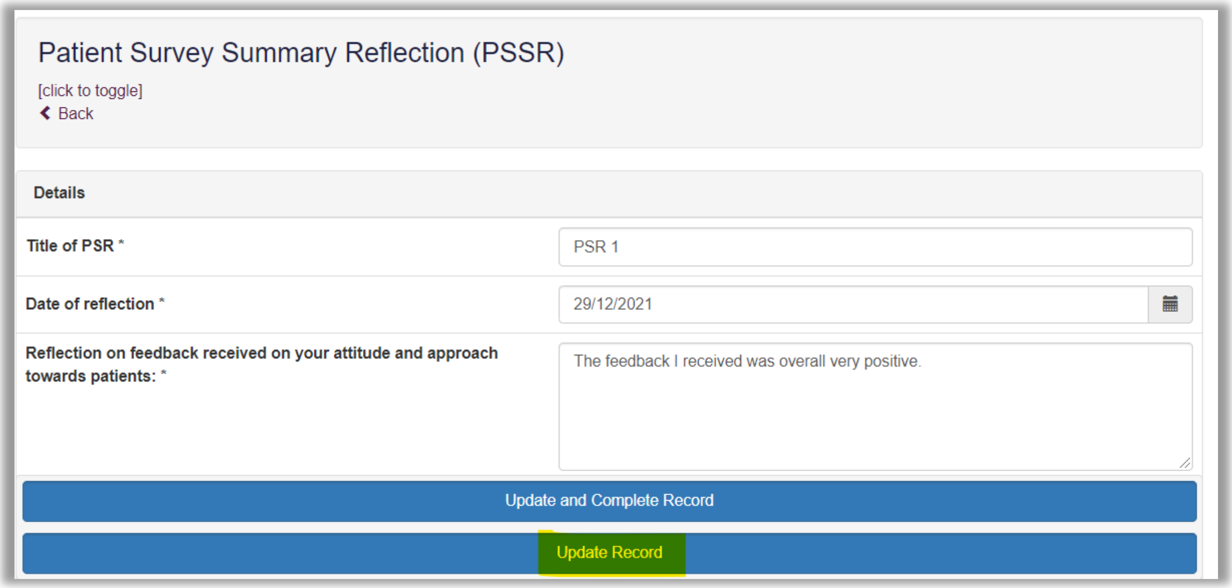



Click on "**Back**" to return to the main **Patient Survey** page.

You can update your reflections at any point by selecting “**Update Reflection**”.




Make any required edits and click “**Update Record**” when done.

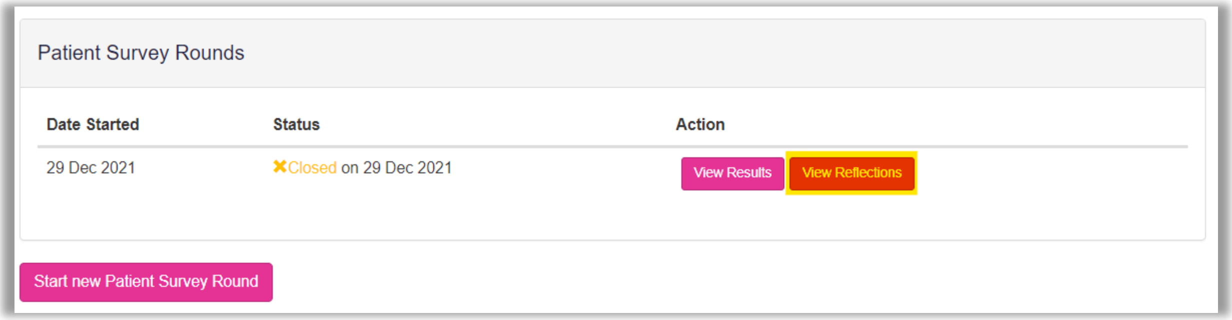



You will receive a message to confirm that the edits have been successfully saved.

If you have completed the form with no further edits to make, mark the record as complete by selecting “**Update and Complete Record**”.


Confirm that you have completed the record by clicking "**Update and Complete Record**" when the pop-up box appears.

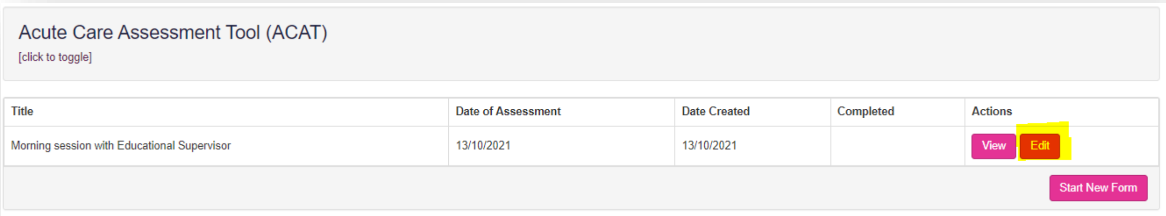

Click on "**Back**" to return to the main **Patient Survey** page. You can view your reflections at any time by selecting "**View Reflections**".



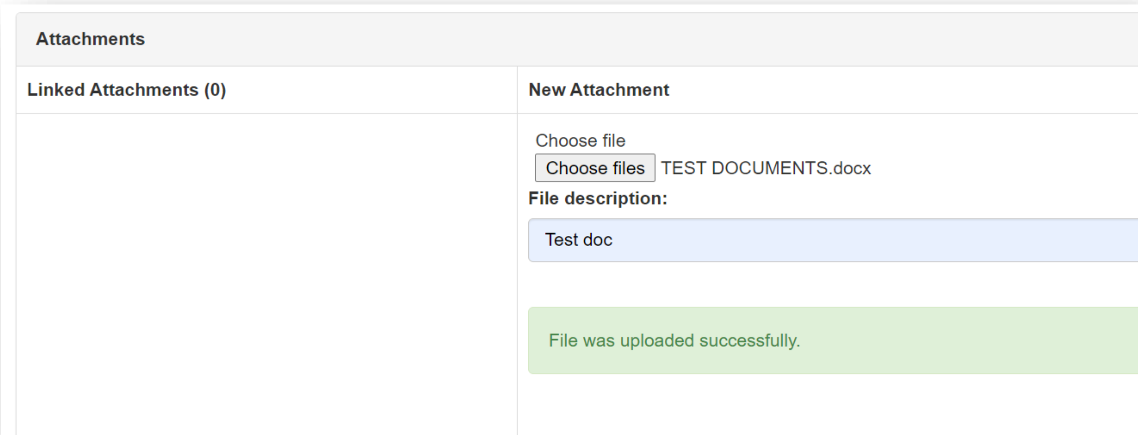

## 8.14 Attaching a file to an assessment tool

You will have noticed that you were not able to attach files when first completing any supervised learning event or other tools. A file can only be attached once you have saved the form by selecting "**Create Record". **To upload an attachment as additional evidence for your assessment tool, select **"Edit"** to view the record you have just created and upload a file.

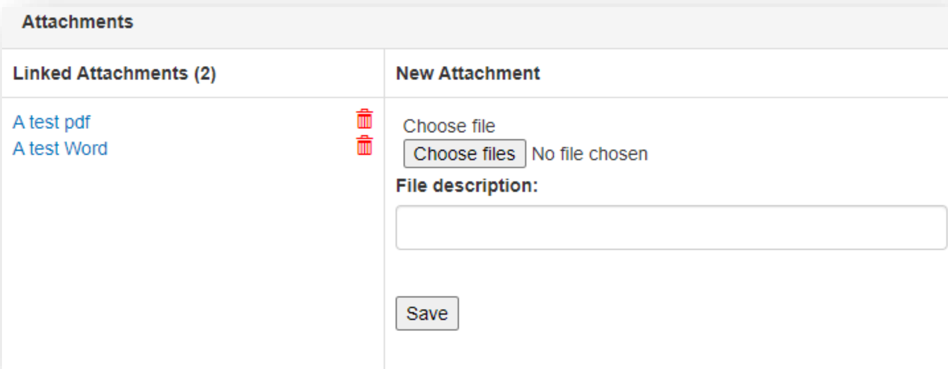
For example, if you would like to attach a file to an Acute Care Assessment Tool, go to the Acute Care Assessment Tool summary page and select **"Edit"**.



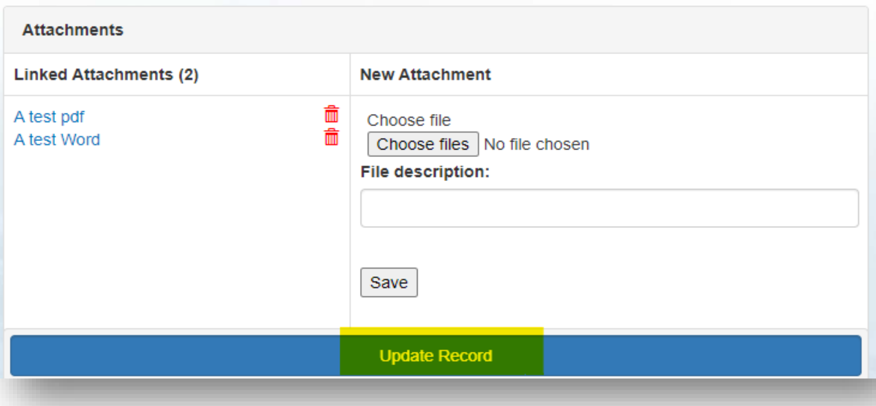

Scroll down the form until you get to the 'Attachments' section. Add the upload by selecting "**Choose files**". You must enter a file description. Click "**Save**" once completed.




You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.




When done select "**Update Record**".



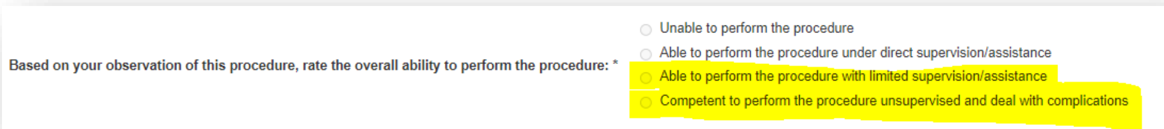

You will receive confirmation that the record has been updated.

You can view and edit the form as per instructions provided **in section 7.3**.

## 9. Clinical assessment skills

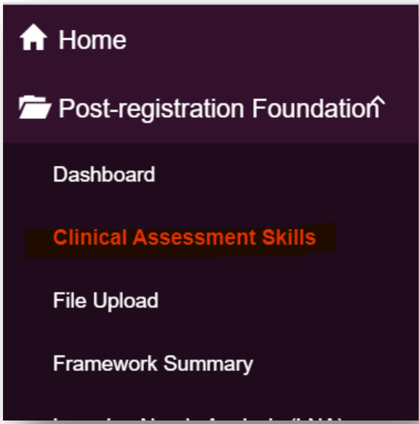
This is a summary of your progress with the clinical assessment skills, helping you to focus your learning.

You will need to have a total of three **"Direct Observation of Practical Skills"** for each skill where the collaborator has rated your performance as either 'Able to perform the procedure with limited supervision / assistance' **or** 'Competent to perform the procedure unsupervised and deal with complications' one of the two highest ratings on the form.




### 9.1 Accessing Clinical Assessment Skills

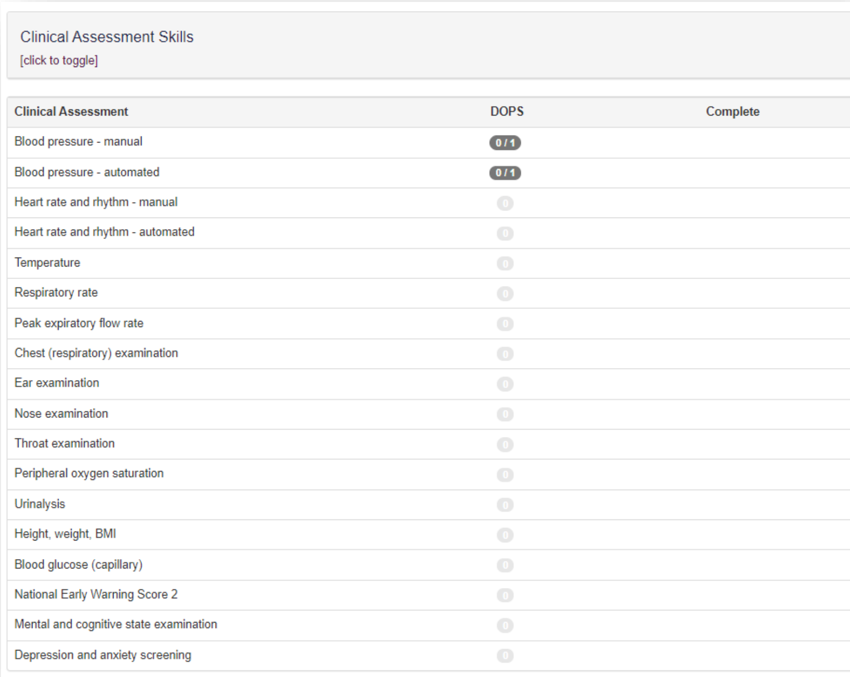
To access the list of clinical assessment skills, select "**Clinical Assessment Skills**" from the navigation menu.




The list of clinical assessment skills will appear.

| Clinical Assessment | DOPS | Complete |
|---|---|---|
| Blood pressure - manual | 0 | |
| Blood pressure - automated | 0 | |
| Heart rate and rhythm - manual | 0 | |
| Heart rate and rhythm - automated | 0 | |
| Temperature | 0 | |
| Respiratory rate | 0 | |

If you have started a "Direct Observation of Practical Skills" for one of the clinical assessment skills listed above and mapped it to the relevant clinical assessment skill, it will appear as the right-hand number in the count for the clinical skill (see below). When the form is marked as complete, it will change from "0/1" to "1/1".



Clinical Assessment Skills
[click to toggle]

| Clinical Assessment | DOPS | Complete |
|---|---|---|
| Blood pressure - manual | 0 / 1 | |
| Blood pressure - automated | 0 / 1 | |
| Heart rate and rhythm - manual | 0 | |
| Heart rate and rhythm - automated | 0 | |
| Temperature | 0 | |
| Respiratory rate | 0 | |
| Peak expiratory flow rate | 0 | |
| Chest (respiratory) examination | 0 | |
| Ear examination | 0 | |
| Nose examination | 0 | |
| Throat examination | 0 | |
| Peripheral oxygen saturation | 0 | |
| Urinalysis | 0 | |
| Height, weight, BMI | 0 | |
| Blood glucose (capillary) | 0 | |
| National Early Warning Score 2 | 0 | |
| Mental and cognitive state examination | 0 | |
| Depression and anxiety screening | 0 | |

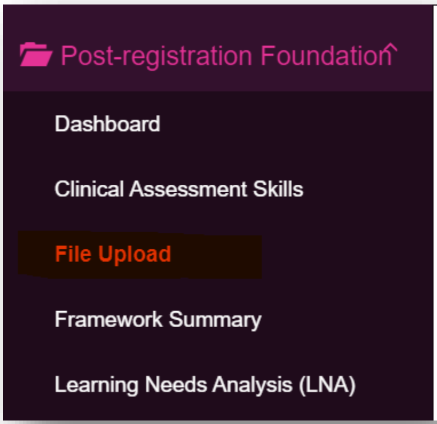
## 10. File upload

This section is for you to upload any files that are relevant to your learning and development. This could include other supervised learning events (SLEs), documents and training certificates. This ensures that all information linked to your post-registration foundation pharmacist programme is saved in one place.

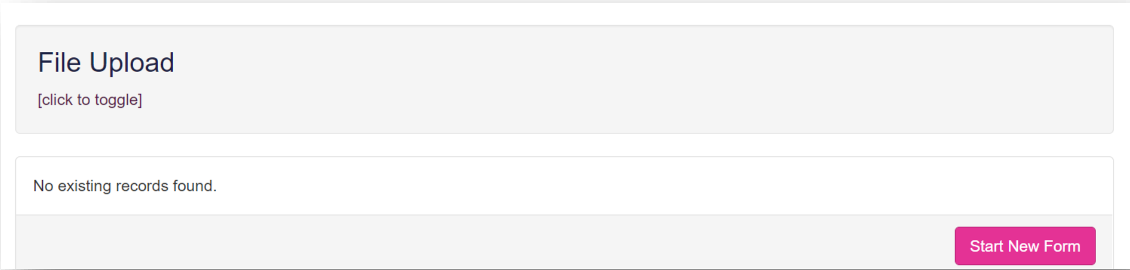
**TIP:** If your pieces of evidence are linked, then upload altogether in one file upload and add naming conventions.

For example if you upload a Clinical Evaluation Exercise (mini-CEX) and want to add a Reflective Account (RA) linked to that mini-CEX, then upload them at the same time with the same naming conventions:
**Mini-CEX_(1) 10.10.21**
**RA_(1) 10.10.21**

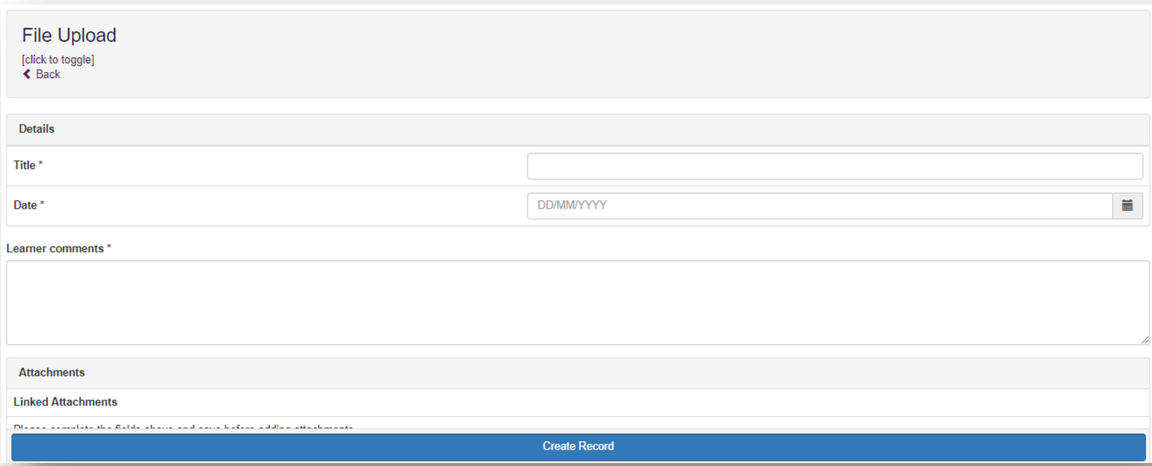
To access “**File Upload**”, select from the navigation menu.



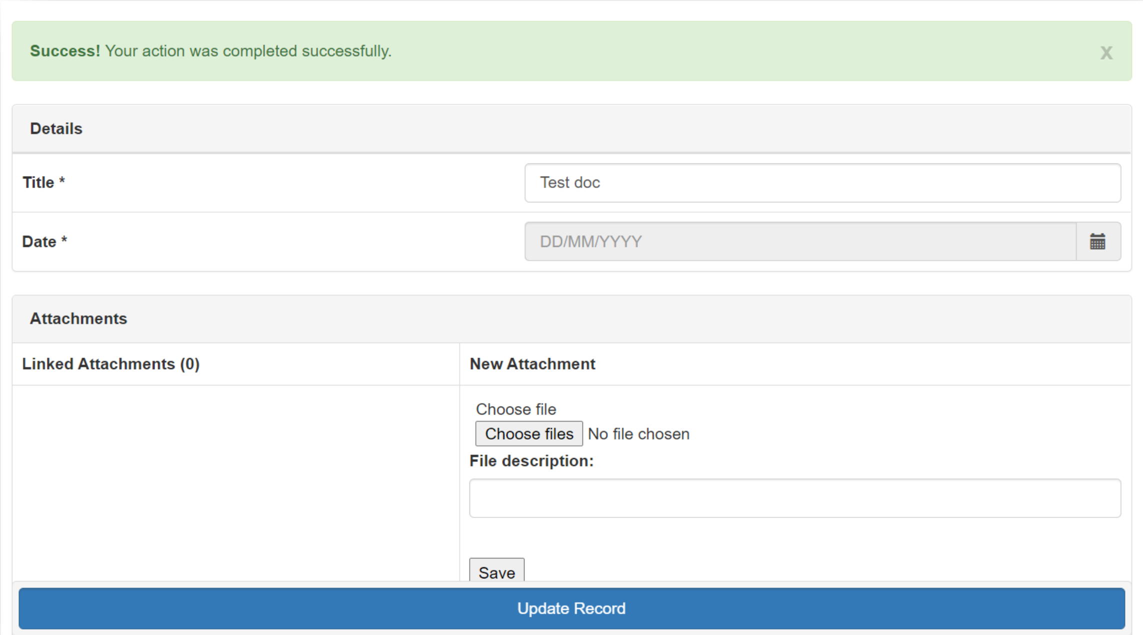

Select “**Start New”** to start the creation of your file upload.



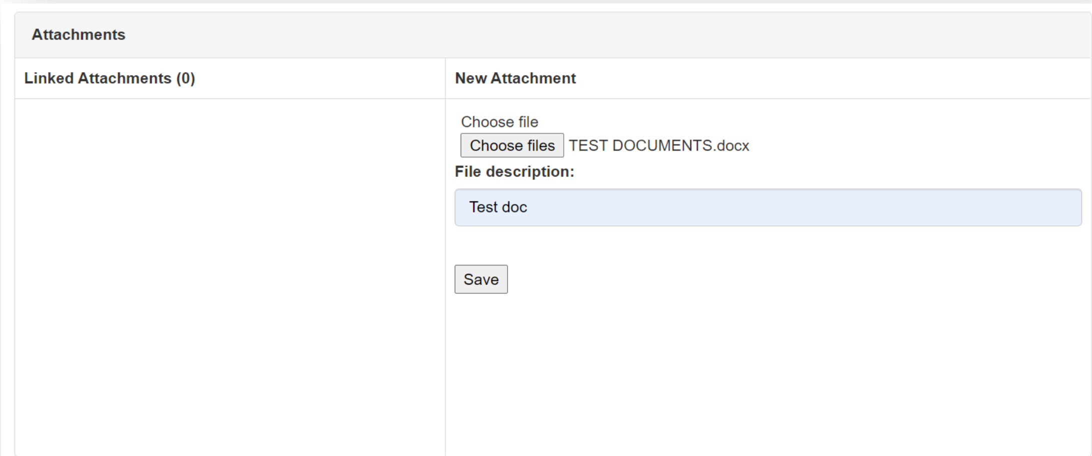

The ‘File Upload’ form will appear. Complete the required fields as instructed.




Click “**Create Record”** to save.

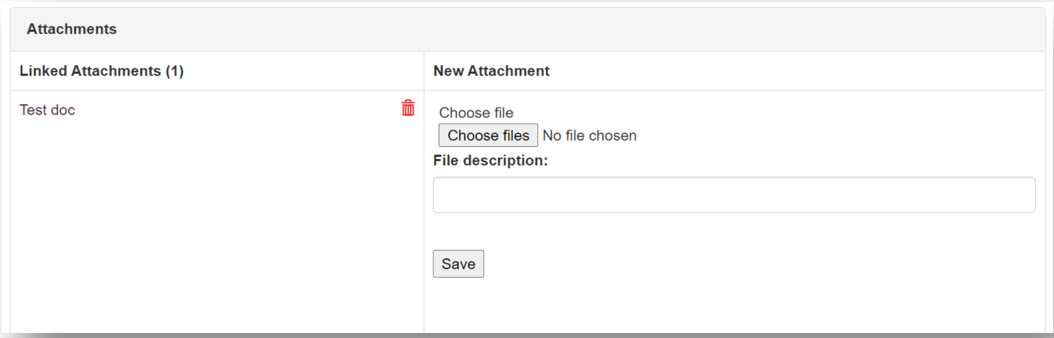



You'll see confirmation that the record has been saved. Add your file by selecting "**Choose files**".

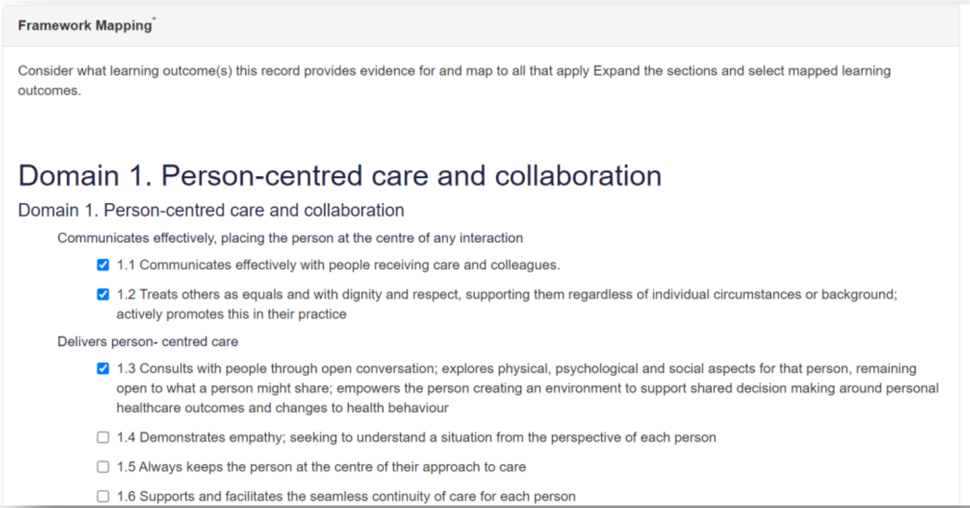



The file will upload.

**TIP:** You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.




You have the option to select the mapping which will be supported by this file upload. Remember to select “**Update Record**” once completed.




## 11. Learner Actions

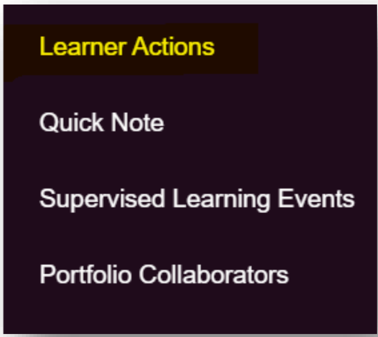
This section enables you to view action plans and individual tasks. This is essentially a ‘to-do’ list for your learning and development. All the actions that have been created from various assessment tools and forms will appear here. You will be able to view which assessment tool or form the action originates from.

### 11.1 Viewing your actions log

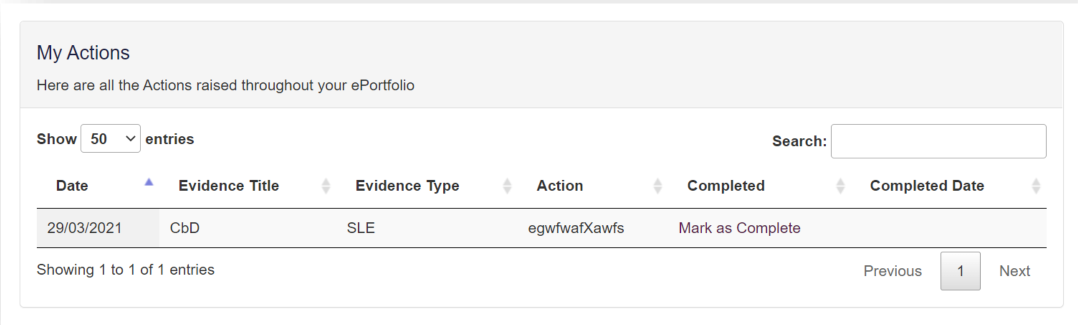
All supervised learning event forms, meeting records, and other records contain a field allowing you to create an action. Any actions that are generated, will appear in your ‘Learner Actions’ section.

More information about completing supervised learning events can be found in **Section 8.**

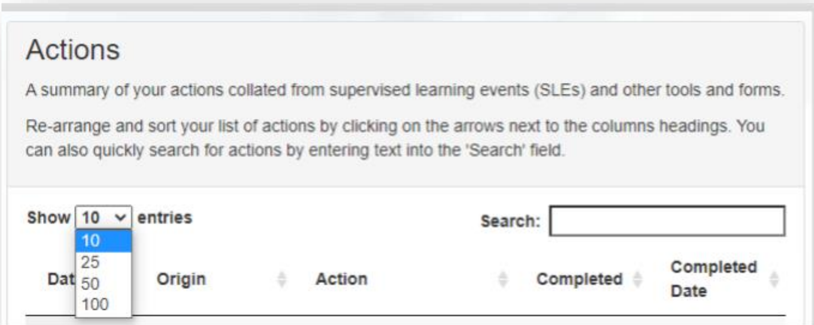
Select the “**Learner Actions**” option in the navigation menu.



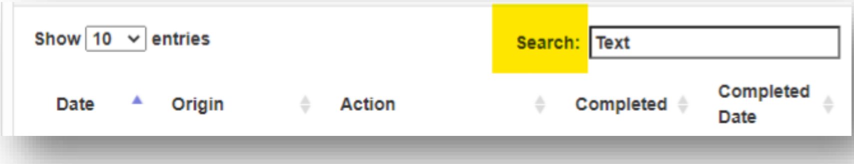

You can view all of the different action plans throughout your portfolio.



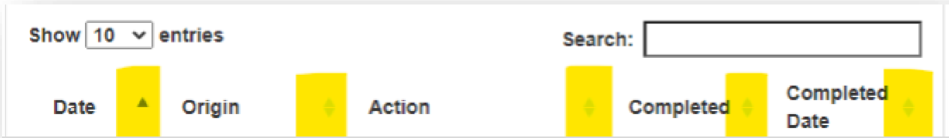

You can choose to view more action items on a page by selecting “Show” and selecting the number of items you want displayed from the drop-down list.




You can search for actions by typing text in the search field.



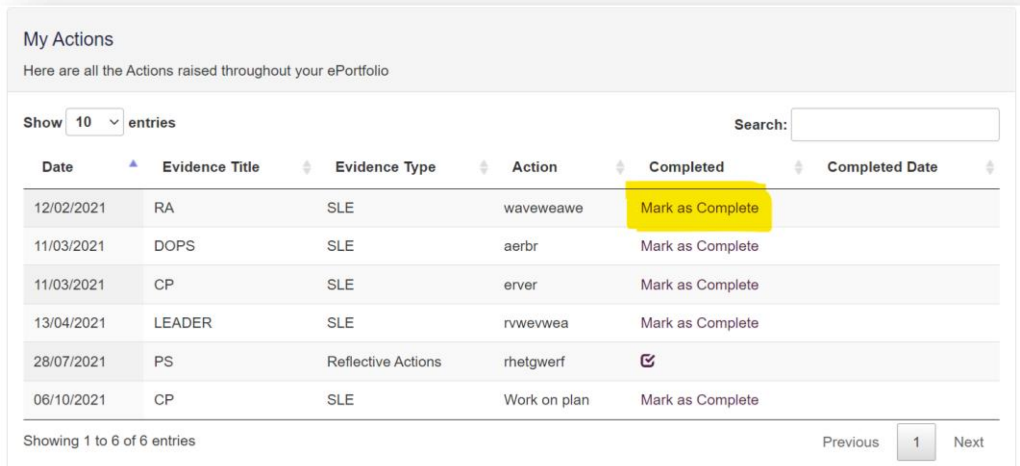

You can additionally sort your actions by clicking on the arrows next to each column.




To view more actions on subsequent pages, use the page options at the bottom of the screen.

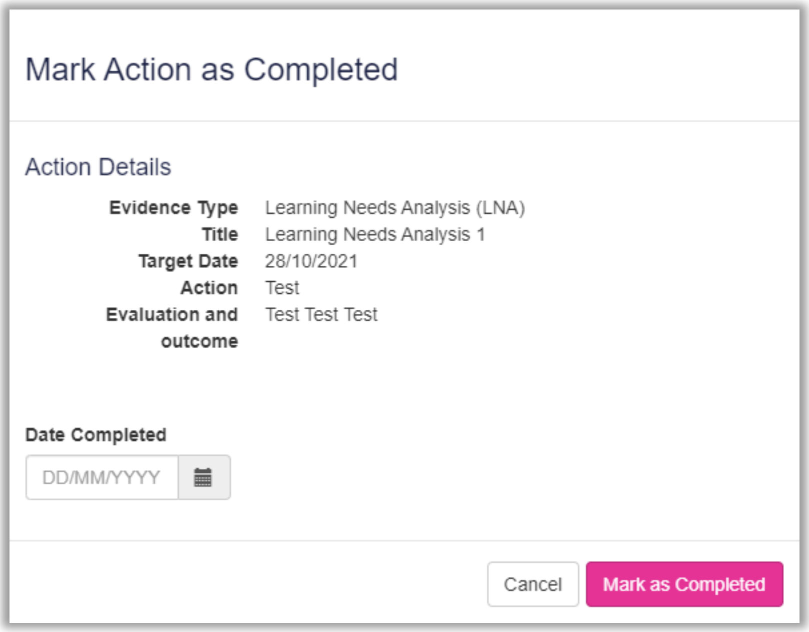

## 11.2 Completing actions

When you have completed an action item, select "**Mark as Complete**" next to the action.

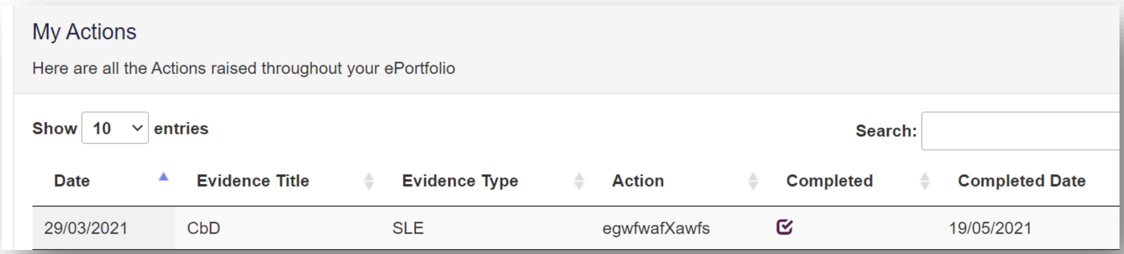



| Date | Evidence Title | Evidence Type | Action | Completed | Completed Date |
|---|---|---|---|---|---|
| 12/02/2021 | RA | SLE | waveweawe | Mark as Complete | |
| 11/03/2021 | DOPS | SLE | aerbr | Mark as Complete | |
| 11/03/2021 | CP | SLE | erver | Mark as Complete | |
| 13/04/2021 | LEADER | SLE | rvwevwea | Mark as Complete | |
| 28/07/2021 | PS | Reflective Actions | rhetgwerf | | |
| 06/10/2021 | CP | SLE | Work on plan | Mark as Complete | |

This will open a pop-up window for you to enter your completion date and select “**Mark as Completed**”.




A tick will appear next to the completed action and the ‘Completed Date’ field will be populated.




You can use the arrows next to the column title to quickly sort actions by ‘Completed’ or ‘Completed Date’.

Show 10 entries Search:

| Date | Evidence Title | Evidence Type | Action | Completed | Completed Date |
|---|---|---|---|---|---|
| 12/02/2021 | RA | SLE | waveweawe | Mark as Complete | |
| 13/04/2021 | LEADER | SLE | rvwevwea | Mark as Complete | |
| 11/03/2021 | DOPS | SLE | aerbr | Mark as Complete | |
| 11/03/2021 | CP | SLE | erver | Mark as Complete | |
| 06/10/2021 | CP | SLE | Work on plan | ☑ | 06/10/2021 |
| 28/07/2021 | PS | Reflective Actions | rhetgwerf | ☑ | |

Showing 1 to 6 of 6 entries Previous 1 Next

## 12. Archiving records

You can archive any records that you may have started in error but no longer want to keep. The records that you can archive are:

- Supervised learning events
- Meeting records

**NOTE**: Archived records are not permanently deleted and can be retrieved at any time.

To archive a record, select "**Archive**" within the main record area.

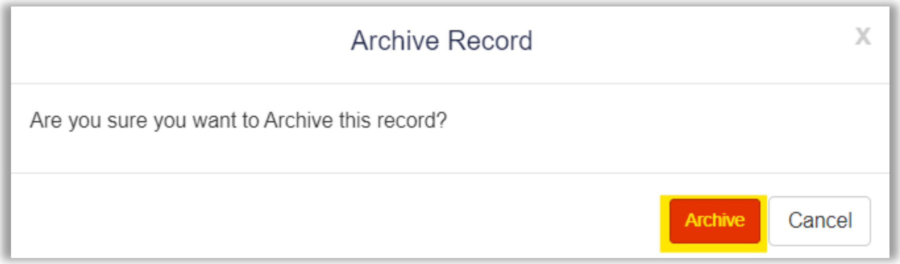
Case Based Discussion (CbD)

[click to toggle]

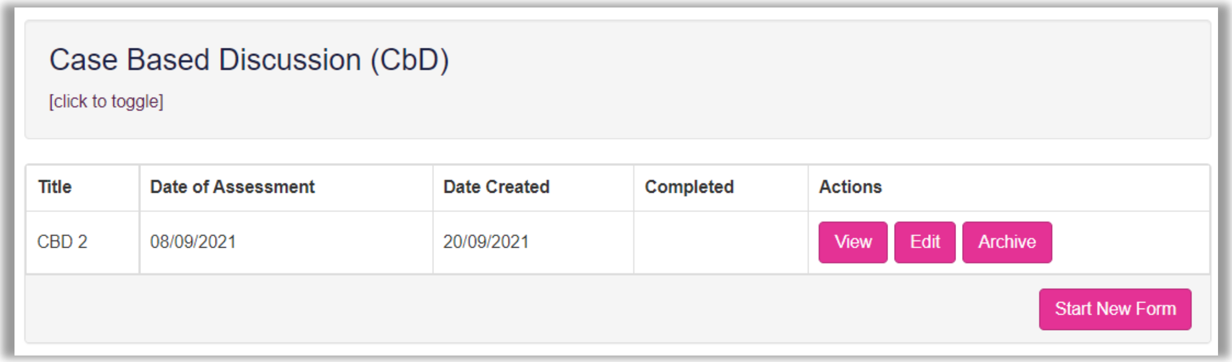
| Title | Date of Assessment | Date Created | Completed | Actions |
|---|---|---|---|---|
| CBD 1 | 22/09/2021 | 20/09/2021 | | View Edit Archive |
| CBD 2 | 08/09/2021 | 20/09/2021 | | View Edit Archive |

Start New Form

Confirm that you want to archive the record by selecting "**Archive**" when the pop-up box appears.

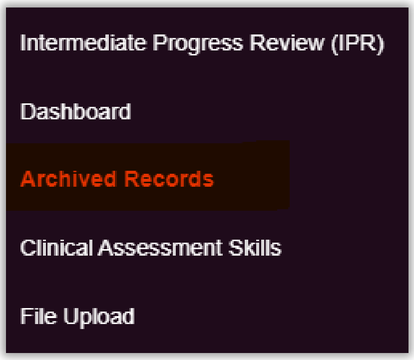



The record will be removed from your list of records.

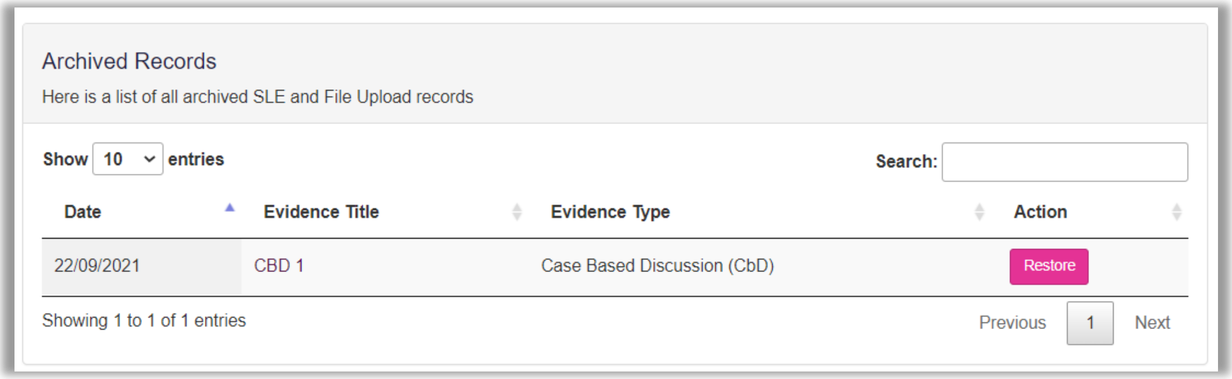



## 12.1 Viewing and retrieving archived records

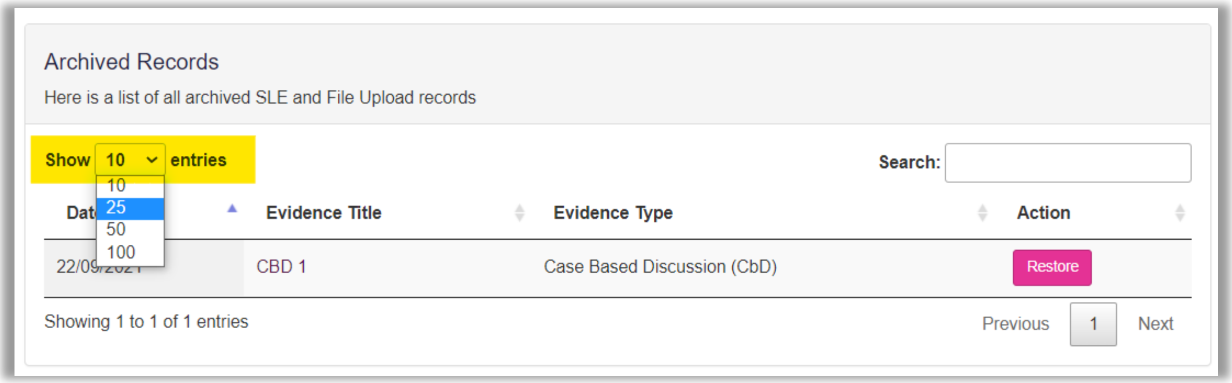
Select “**Archived Records**” from the navigation menu to view your archived records



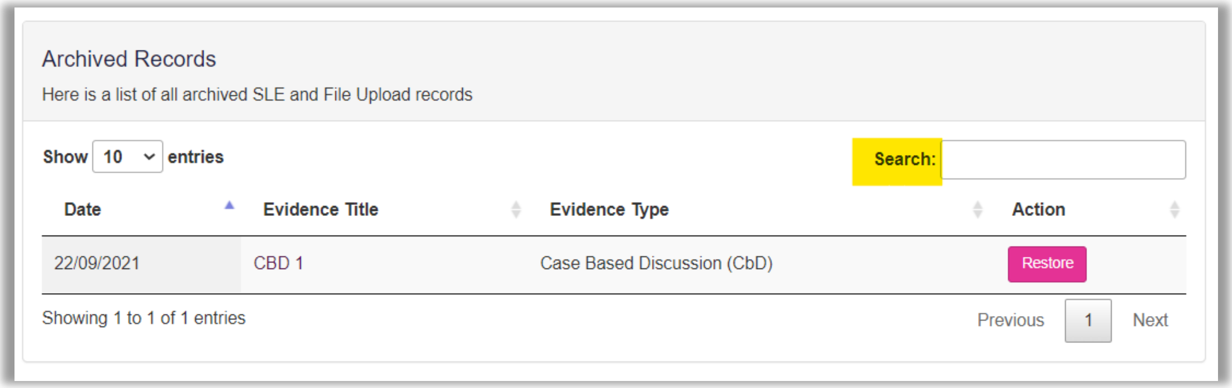

Your list of archived records will appear. To view a record, click on the title of the record.



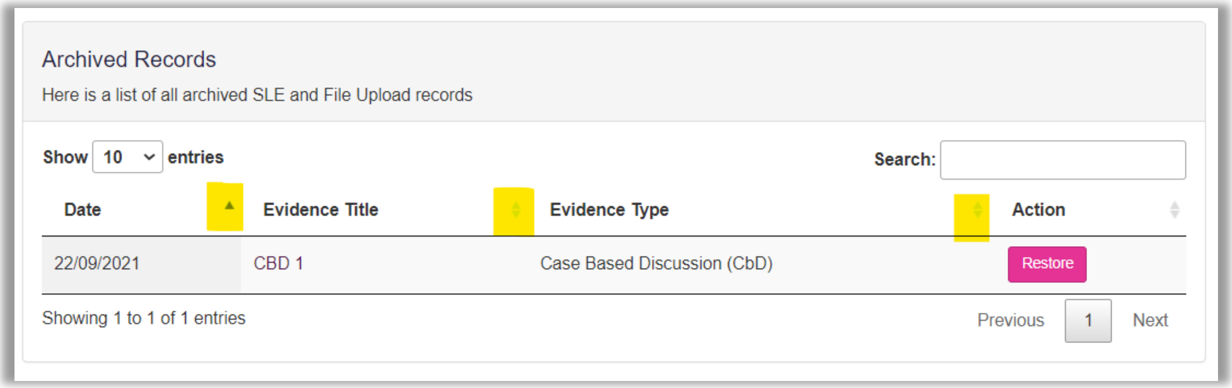

You can choose to view more records on a page by selecting “**Show**” and selecting the number of items you want displayed from the drop-down list.




You can search for records by typing text in the search field.

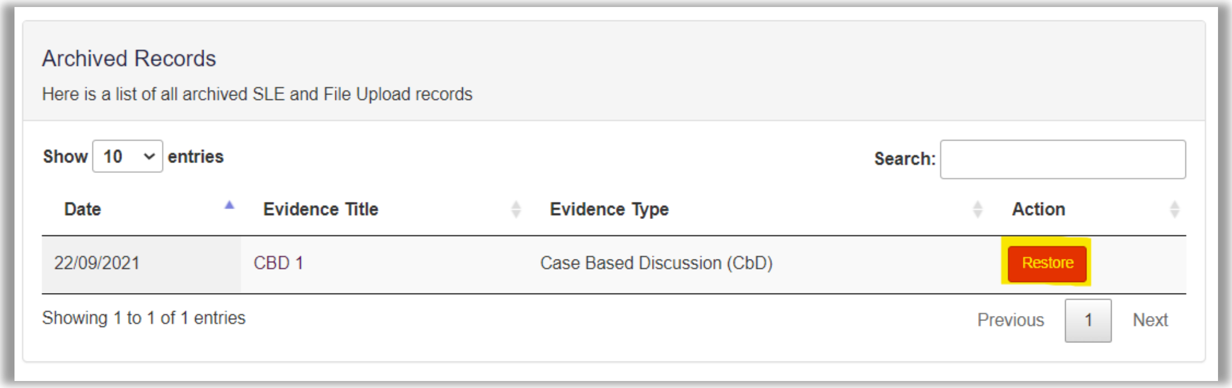



You can additionally sort your records by clicking on the arrows next to each column.

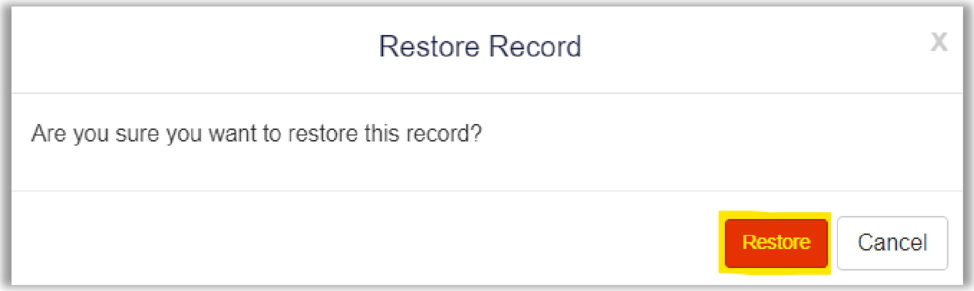



To view more records on subsequent pages, use the page options at the bottom of the screen or the "**Next**" and "**Back**" buttons.

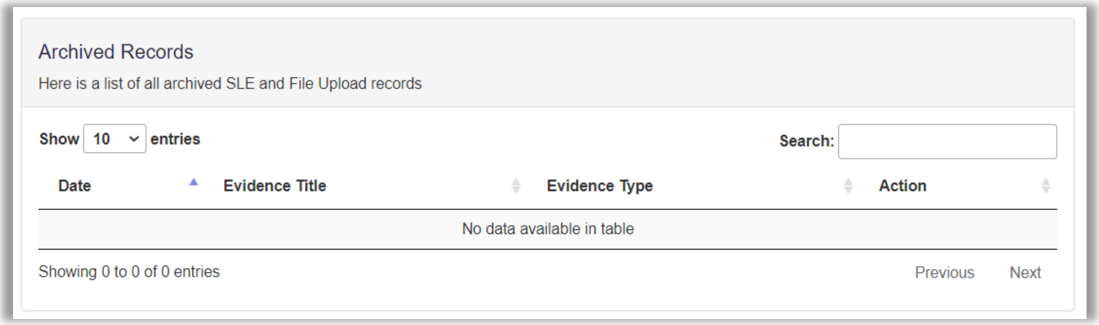
To restore a record click on the "**Restore**" button next to the relevant record.



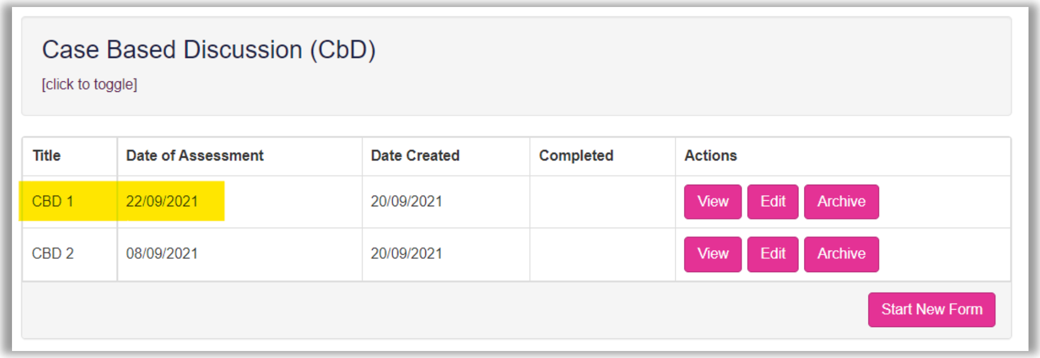

Confirm that you want to restore the record by selecting "**Restore**" when the pop-up box appears.




The record will be removed from the archived records list.




The restored record can then be found in its original location.

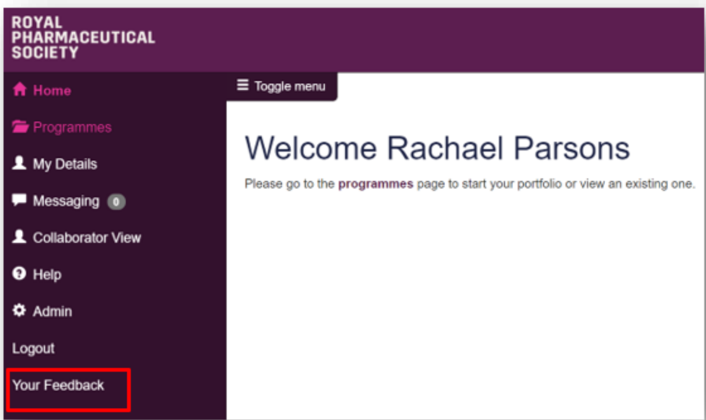



## 13. Feedback

We would love to capture feedback from your experiences using the RPS E-portfolio. The results will be reviewed on a periodic basis to identify elements which can be updated to ensure that it is as user friendly as possible.

To provide feedback, please complete this survey. The survey should take approximately 5 minutes to complete and all responses are anonymous.

Alternatively you can complete the feedback form directly from the E-portfolio. On the homepage, click on "**Your Feedback**" from the menu on the left hand side. You will then be redirected to the survey.



## 13. Contact Details

Visit https://www.rpharms.com/development/credentialing/foundation/post-registration-foundation-curriculum for further information about the post-registration pharmacist credentialing process.

For any questions about the requirements of the post-registration foundation pharmacist credentialing and RPS products and service please contact our dedicated support team:

Email: support@rpharms.com
Telephone: 0207 572 2737 (9am to 5pm, Monday to Friday)

If you experience any technical issues or have any feedback on the platform, please contact our technical team.

Email: eportfolio@rpharms.com

Telephone: 0207 572 2737 (9am to 5pm, Monday to Friday)

**Acknowledgements**

RPS E-Portfolio designed by AXIA
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