RCOG Training ePortfolio – adjustments to profile and training post management

The College has now introduced new functionality to the Training ePortfolio system, to ensure that users' important personal details such as RCOG registration number and GMC number are kept up to date, and that all users with an RCOG Trainee role have an active training post listed in their profile.

Please can we ask that all users check and ensure that the below details are updated on their Training ePortfolio account **before Wednesday 24th March 2021**. Failing to do this may result in loss of functionality for you on the platform. If you experience any issues in doing this, please contact the ePortfolio helpdesk through ePortfolio@rcog.org.uk.

There is also guidance on a number of **Frequently Asked Questions** at the end of this document.

All RCOG Training ePortfolio users – checking and updating personal details

1. Click on the menu icon in the top, right-hand corner
2. Select "My Profile" from the drop down menu
3. Click on the blue "Edit" button at the top of the page
4. Ensure that your correct email address is listed under "Email address" – N.B. if you receive the message "this email address is already in use" when saving, please contact us on ePortfolio@rcog.org.uk so we can adjust this

Email address *

traineeSI3@email.com

5. Ensure that you enter both your GMC and RCOG registration numbers are listed under the "GMC number" and "RCOG number" fields respectively – if they are not included you should add them

GMC number *

1234567

RCOG number *

123456

6. For National Training Number (NTN) trainee users, if known, ensure that you enter your current NTN under the "National Training Number" field – if this information is missing please add it

National training number

[   ]

7. Once you have made all necessary adjustments, scroll to the bottom of the page and click the green "Save button"

[Save]

RCOG Trainee roles only - adding a new or updating an existing training post

As a trainee user of the Training ePortfolio, if you are currently receiving the below message when accessing your ePortfolio, you will be unable to create / edit any content such as assessments and log entries until you update your account You will need to **add a training post to your profile** or **update an existing training post so that it is active**:

! Warning
You must have an active training post to create content. Go to your profile to create an active post.

You can **access the "Posts" section of your ePortfolio profile** by clicking on the "Go to your profile to create an active post" link in the warning message above, or through the below steps:

8. Click on the menu icon in the top, right-hand corner
9. Select "My Profile" from the drop down menu
10. Click on the blue "Edit" button at the top of the page
11. Scroll down to the page until you locate the "Posts" block

Posts

[Add new post]

To **add a training post to your profile**:

1. Click on the grey "Add new post" button

[Add new post]

2. For "Post Title", you should enter the "Grade" of the post and the hospital name, e.g. ST2 - Causeway Hospital

Post title ⓘ   *

ST2 - Causeway Hospital

3. Click in the "Grade" box, start typing the grade of your post, e.g. ST2, Clinical Fellow, etc. then select from the drop down list

Grade *

ST2   🔵

ST2

Location hospital

4. Click in the "Hospital" box, start typing the name of the hospital, then select from the drop down list

Location (hospital) *

Causeway   🔵

Causeway Hospital

5. Click in the "Start date" box and a calendar view for the current month will display

Start date *   **End date** *

| Y-m-d | 📅 | | Y-m-d | 📅 |

<		March, 2021			>
SU	MO	TU	WE	TH	FR	SA
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Today

Title   Operations

     a. Select the month either by clicking on the arrows to move backwards or forwards through the months, or click on the month to display a grid of all the months

     b. If you need to change the year either scroll through the years using the arrows to move backwards or forwards, or click on the year to display a grid of years

     c. On this view you can use the arrows to move through the decades

     d. Click on the required year to display the grid view of all the months

     e. Click on the required month to display the calendar view of that month

     f. Click on the required day

6. Repeat the process for the "End date" box
7. Click on the grey "Create post" button

Create post

8. Scroll to the bottom of the page and click the green "Save button"

Save

To **update an existing training post so that it is active:**

1. Under the "Posts" block, click "Edit" to the right of the relevant post

Posts

	Post title	Current post	Operations
.*	ST1 - Chesterfield Royal Hospital	Off	Edit Remove
.*	ST2 - Chesterfield Royal Hospital	Off	Edit Remove

Show row weights

2. You will then need to extend the "End date" of your existing post to a date in the future - click in the "End date" box and a calendar view for the current month will display

End date *

Y-m-d

< March, 2021 >

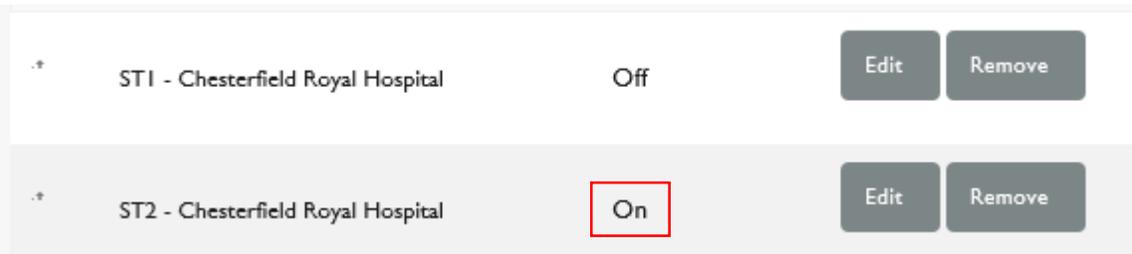| SU	MO	TU	WE	TH	FR	SA
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Today

a. Select the month either by clicking on the arrows to move backwards or forwards through the months, or click on the month to display a grid of all the months
b. If you need to change the year either scroll through the years using the arrows to move backwards or forwards, or click on the year to display a grid of years
c. On this view you can use the arrows to move through the decades
d. Click on the required year to display the grid view of all the months

e. Click on the required month to display the calendar view of that month
f. Click on the required day

3. Click on the grey "Update post" button

Update post

4. The status of the post will now change to "On", under the "Current post" column, to indicate that the post is now active

.⁺	ST1 - Chesterfield Royal Hospital	Off	Edit	Remove
.⁺	ST2 - Chesterfield Royal Hospital	On	Edit	Remove

5. Scroll to the bottom of the page and click the green "Save button"

Save

Frequently Asked Questions

Q: I have now completed training (CCT / CESR (CP)) and I am undertaking a Consultant role, however, I am receiving a message to update my training post when accessing the Training ePortfolio and I cannot complete assessment requests that trainees have sent me.

A: This will be due to you still being registered as a trainee role on your ePortfolio account.

If you are still undertaking any training, e.g. completing ATSMs or Subspecialty curricula after your CCT / CESR (CP), you will need to retain this trainee access, and you will need to either enter a new training post with the "Consultant" grade or extend the end date of an existing training post. Either can be done by following the guidance above under **add a training post to your profile** or **update an existing training post so that it is active,** and this will allow you to continue to complete assessment requests.

If you are now undertaking a formal Educational / Clinical Supervisor role, please inform the College ePortfolio Team on ePortfolio@rcog.org.uk, letting us know the hospital where you are mainly based and the names of any supervised trainees. We will then convert your ePortfolio to a supervisor role, so you can complete these assessments.

Q: I am currently in an SAS / non training doctor position, e.g. Clinical Fellow / Specialty Doctor / Locum Consultant. I am receiving a message to update my training post and cannot send assessment requests or complete log entries. How do I fix this issue?

A: As an SAS / non training doctor, you will still need to have a training post listed on your ePortfolio profile page. You will need to either enter a new training post with the appropriate grade, e.g. Clinical Fellow / Specialty Doctor, etc. or extend the end date of an existing training post. Either can be done by following the guidance above under **add a training post to your profile** or **update an existing training post so that it is active,** and this will allow you to continue to send assessment requests or create other content.

Q: I am currently Out of Programme (OOP). I am receiving a message to update my training post and cannot send assessment requests or complete log entries. How do I fix this issue?

A: As an Out of Programme (OOP) doctor, you will still need to have a training post listed on your ePortfolio profile page. You will need to either enter a new training post with the appropriate grade, e.g. OOPC, OOPE, OOPR, OOPT, etc. or extend the end date of an existing OOP grade training post. Either can be done by following the guidance above under **add a training post to your profile** or **update an existing training post so that it is active** and this will allow you to continue to send assessment requests or create other content.

Q: I am currently on maternity leave and need to continue to use my ePortfolio during this period, however, I am receiving a message to update my training post and cannot send assessment requests or complete log entries. How do I fix this issue?

A: If you need to create content on the ePortfolio during your maternity leave period, you will need to have an active training post listed on your ePortfolio profile page. This should be added by following the guidance above under **add a training post to your profile**. All post details, e.g. Grade / Hospital, etc. should be the same as the training post you last had / left to go on maternity leave. The only difference should be that the "Post title" should be entered as "Maternity Leave". This will ensure that any assessment requests you send during your maternity leave period are associated with the correct training grade.