



The ROYAL COLLEGE of
OPHTHALMOLOGISTS

RCOphth e-Portfolio

Tips and common pitfalls

Key principles



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- There will only ever be **one** Open ARCP at a time. All assessments will automatically associate to the only Open ARCP. The system will open the next ARCP for you as soon as the previous one moves to the Under Review stage.
- ARCP forms must be signed off by you at the end of each review. Please click on the 'Authorise' button (Trainee signature) and scroll to the bottom of the form, where there is a button labelled 'Complete ARCP Sign off'.
- You must have 1 electronic ESR and 2 CSRs reports every 6 months. ESR and CSR forms **must** be initiated before the start of the next placement.
- We recommend using either Chrome or Firefox as internet browser – Internet Explorer below version 9 will not work.

➤ Changes to personal or contact details:

- log on to the College website and click on
- Contact membership@rcophth.ac.uk

Members Area ▶

or

➤ Changes to Programme Details

- Contact portfolio@rcophth.ac.uk

NTN, Stage and expected CCT date can only be updated by College staff

My Details tabs



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- Exam results – information is added by the Examinations team once results are made available to candidates and their TPDs.
- Relationships – this **must** be kept up to date throughout training. Correct Educational Supervisor and College Tutor access will depend on this.
- Placement details – this **must** be kept up to date throughout training as it will feed into ESRs and ARCP forms.
- Timetables, Leave Records, Qualifications, Complaints/SUIs, Prizes – these **must** be kept up to date throughout training as the information will feed into ESRs.
- Out of Programme Activity – this is kept up to date by College staff. Do email portfolio@rcophth.ac.uk if something is missing or incorrect.


Adding evidence



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- **When do I use ‘Other’?** This option should only be used to initiate CbDs and can be removed and replaced with curriculum Learning Outcomes once the assessment reaches the Requires Action stage.
- **Why is EPA1 not showing in my traffic-light grid?** ‘Other’ is not a Learning Outcome! EPA1 must be associated to SS04 – Cataract Surgery.
- **How do I delete an incorrect assessment?** If the assessment has already been signed off and has moved to the Completed tab, the assessor must request in writing to the College for it to be deleted.
- **How do I change the OST stage of an assessment if I entered it incorrectly?** Changes can only be made to assessments once in the Completed tab. You need to contact the College to request the change.
- **Can I still add Learning Outcomes to a completed assessment?** You can continue to add Learning Outcomes to an assessment until the point the next ESR form is signed off.

- Consult the OST curriculum for the recommended combination of assessors <https://www.rcophth.ac.uk/curriculum/ost/assessments/workplace-based-assessments/multi-source-feedback-msf/>
- The list cannot be changed once approved by the ES. Individual email addresses can be amended by the College if incorrectly entered, but **recipients cannot be altered**.
- MSFs must be initiated at least 6-8 weeks in advance of the ARCP and **remain open for one month** only. We **cannot close MSFs early**, regardless of the ARCP date.
- An MSF is only valid if **at least 11 recipients** are listed and they all reply within the given time. Space has been given to provide up to 15 recipients.
- The MSF will only ever close and generate a report either when all assessors on the list have completed it or a month has elapsed (i.e. once 4 weeks have passed from the date of approval) – **whichever occurs soonest**.
- Forms are completed anonymously and details of individual feedbacks are deliberately not stored for this reason. Individual forms are locked and are no longer editable after closure.
- There is **no functionality to re-open** an MSF once it has closed. If the MSF closes with the **Invalid status**, it will be necessary to submit a new MSF. Invalid MSFs will never show in the traffic-light grid.
- Once the MSF has closed, the summary is sent to the ES for review and release, after which it becomes visible to you for information and association to Learning Outcomes.

- Most fields – other than Special Interest – are pre-populated with information from the My Details tab. Complete this **before** starting a new ESR!
- It is suggested to use the College template to produce the Continuous Complications Log
<https://www.rcophth.ac.uk/training/resources-and-support-for-trainees/>
- Papers listed at the bottom of the ESR must be added to the Additional Evidence tab. Use the mouse cursor to hover over the small blue symbol  – this will produce a drop-down box with instructions.

- Assessments added at any point for a higher level than the current stage will match up correctly in the traffic-light grid – they are not “saved up” and manually added to future ARCPs.
- The system automatically generates a new ARCP record once the previous one reaches the Cut-off date and moves from Open to Under Review. (You can still add evidence for future OST levels during the review period.)
- A new ARCP is set up automatically by the system when the previous ARCP reaches the Under Review status.
- The status of the ARCP will change to Under Review once it reaches the Cut-off date, which is automatically set at 2 weeks before the ARCP date. However, this can be manually edited as per below.
- You **must** edit ARCP and Cut-off dates whilst the status remains Open. Your Deanery will confirm both dates each year.

Further reading



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- RCOphth e-Portfolio Guidance
- RCOphth e-Portfolio Flowcharts
- RCOphth e-Portfolio FAQs

Where to find the documents:

- Help tab
- College website

<https://www.rcophth.ac.uk/training/eportfolio/information-for-users/>