

e-Portfolio – recommended timetable



The purpose of the RCOphth e-Portfolio is to:

- Provide a platform to demonstrate achievement of learning outcomes
- Help organise assessments to be submitted for an Annual Review of Competency Progression (ARCP)
- Support learning and help plan learning activities

August – October

1	Update relevant tabs in the My Details section – hospital, Educational Supervisor (ES) and College Tutor (CT) changes must be recorded at the start of any new rotation, and before opening a new Educational Supervisor Report (ESR).
2	Start a Personal Development Plan (PDP) and add/update new ones as and when required.
3	Start to pre-populate the first Educational Supervisor Report (ESR) of the year (the total is a minimum of 2 each year). This ESR must be signed off by the end of the first 6-month in training.

November – January

1	Continue to add new assessments to the system, ensuring that each Workplace Based Assessment (WpBA) is showing the appropriate stage of training. If assessments are being completed ahead of time, the stage must be adjusted manually.
2	Identify a sufficient number of assessors and initiate the annual Multisource Feedback (MSF) process.
3	Ask a minimum of 2 Clinical Supervisors to complete the Clinical Supervisor Report (CSR). The 2 CSRs must be signed off by the end of the first 6-month in training.

February – April

1	Your Deanery will confirm each year which ARCP and Cut-off Dates apply. Once dates are known, edit the relevant ARCP record in the summary page. This must be done <u>prior</u> to the ARCP.
2	Start to pre-populate the second Educational Supervisor Report (ESR) of the year, which must be signed off prior to the Cut-off date, in preparation for the ARCP.
3	Ask a minimum of 2 Clinical Supervisors to complete the second set of CSRs, which must be signed off as per above.

4	<p>It is the responsibility of Deaneries/ARCP panels to re-calculate and confirm Certificate of Completion of Training (CCT) dates at each review as they have access to the complete training history, including absences.</p> <p>Alert the College if the expected CCT date shows incorrectly in the Programme Details fields.</p>
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May – July

1	<p>Ensure all WpBAs, ESRs, CSRs are signed off, are associated to Learning Outcomes and show in the Completed tab <u>prior</u> to the Cut-off date.</p>
2	<p>Ensure that each ARCP form is signed off first by the Chair of Panel, and then you. The record in the ARCP summary page must show with the 'Closed' status at the end of the process.</p>

August2020/vf