RCOphth e-Portfolio – FAQs

1) User Info

How do I change my password? Can I re-arrange the layout of the front/Home page?
Please click on the hyperlinked name alongside the 'Logout' button. Passwords can be changed from the General tab, whereas the tiles in the Home page can be re-arranged from the Dashboard Layout. Alerts, Access and Tasks are not movable.

How do I change my user details – address, email, phone number?
Please visit the College website https://www.rcophth.ac.uk and click on the 'Members' Area' button – or email membership@rcophth.ac.uk – to make changes to personal details. Please email portfolio@rcophth.ac.uk for changes to the 'Programme Details' fields.

How do I complete my PDP?
Objectives generated by the ARCP panel during a review display as 'Autocreated from ARCP'. Personal Objectives may be added at any point during the training year.
It is possible to link evidence to PDPs showing with the 'In progress' status. Individual objectives can be completed by selecting the 'Edit' button, followed by the Objectives tab and then the 'Mark Complete' button alongside each objective.

How do I log my Out of Programme activity?
Out of Programme details can only be added to the system by College staff. Please email portfolio@rcophth.ac.uk for any changes or additions.

2) Assessments, Assessors and OST stage

How do I change my OST stage in my e-Portfolio?
If the current OST stage is showing incorrectly, please email portfolio@rcophth.ac.uk to discuss which changes should apply.
The stage will show correctly only when the ARCP record for the previous training period is signed off in full and shows with the 'Closed' status.
The system is unable to calculate the correct stage for doctors on LTFT arrangements where the stage change happens at a time different from the ARCP date. Please contact College staff to discuss manual adjustments where necessary.

How do I have unlisted assessors (e.g. nurses to assess me on vision, or a more senior trainee to assess slit lamp use) added to the system to complete online forms?
College Tutors are responsible for emailing the College on portfolio@rcophth.ac.uk with the names, roles and email addresses of assessors in their unit whom they consider suitable for the task. This includes clinical fellows/consultants who have no connection with the College; consultants who are College fellows/members may request directly to be added to the list.

An approved assessment is linked to the incorrect training stage – how can I change it so that it shows correctly in the traffic-light grid?
Please email portfolio@rcophth.ac.uk if an assessment needs to be moved to a different stage after the sign-off. Should assessments be completed ahead of time, the stage must be changed manually at the outset.

How do I add learning outcomes to an approved assessment?
In addition to the primary learning outcome that is selected at the outset, it is possible to associate other learning outcomes (up to 6 in total for OSATS, DOPS and CRS, up to 3 for CbD) plus unlimited associations to Good Medical Practice guidelines and Revalidation domains.
The ideal point to make associations to learning outcomes is during the 'Requires Action' phase (Evidence section). However, retrospective associations are possible after assessments have moved to the Completed tab. Select the 'Associations' button alongside the relevant assessment to view the expandable and collapsible list of the OST curriculum's learning outcomes. A WpBA form should never be associated to an entire domain. Click the small ▶ sign next to a domain to expand the list, select the appropriate outcome(s) and click on the 'Update' button to save the change.

Why is the system rejecting my chosen associations to learning outcomes?
The OST curriculum is divided in domains of practice and the e-Portfolio reflects this. Certain exclusions apply in terms of association to learning outcomes. For example, CbDs cannot be associated to any of the Practical and Surgical Skills learning outcomes. In addition, there cannot be multiple selections of Clinical Assessment outcomes (e.g. CA09 and CA13 are not compatible if associated together to the same CRS). Please click here to identify compatible associations.

How do I interpret numbers shown in the 'traffic-light' grid used to keep a record of curriculum requirements for each OST Stage?
The number in bold alongside each of the learning outcomes indicates how many assessments are required to meet that curriculum requirement.
The purpose of red alerts, which pop up when consulting the grid, is to identify how many assessments are yet to be completed to have that competence signed off. This must not be confused with the curriculum requirements. For example, the alert "You must complete 1 assessment(s) in a Patient environment by the end of ST7 means" means that, at that point, 1 procedure in a patient is still required to change the colour to Green, as opposed to showing that the curriculum requirement for a given learning outcome is to complete 1 procedure in a patient.

Why is my completed OSATS1 not showing in the 'traffic-light' grid?
Only procedures performed in patients will show in the 'traffic-light' grid. Wet or dry labs are considered forms of simulation, which can and should be used to aid learning and surgical experience throughout the curriculum.
Simulation is only acceptable for 1 of the 2 cases required for each of 'PS16 – Corneal gluing' and 'SS13 – Eye removal'. It should not be used for both of the assessments required for these outcomes, and is not acceptable to be used anywhere else in the curriculum for formal sign off. Please refer to the curriculum FAQs page.

Why is my EPA1 not showing in the 'traffic-light' grid?
'Other' is not a Leaning Outcome and is only ever suitable for CbDs. EPA1 should be associated to SS04 (Cataract Surgery) at the outset. Please refer to question further above if unsure about how to associate learning outcomes retrospectively.

How do I edit or delete an incorrect assessment/ESR/CSR?
Once assessments or reports have been signed off, it is no longer possible to edit them. A new form must be created, and relevant information could be transcribed using the copy & paste function. College staff can only remove obsolete forms if the assessor/supervisor confirms in writing that the action is appropriate.

Why is my ARCP still showing with the 'Under Review' status?
The online ARCP form must be signed off in full to change its status from 'Under Review' to 'Closed'. The form must be authorised by the ARCP panel first; it is then the trainee's responsibility to sign it ('Authorise' button) and complete the process.
The system automatically generates a new ARCP record once the previous one reaches the Cut-off date, which is automatically set at 2 weeks before the ARCP date. (Evidence for higher stages can still be added during the review period.)
It is the trainee's responsibility to edit ARCP and Cut-off dates whilst the status remains 'Open'. Both dates vary each year and are confirmed by Deaneries closer to the review.

Is it possible to complete assessments (e.g. CRS1) on paper rather than online?
Use of the e-Portfolio became compulsory for all OST trainees in August 2008. It will continue to be an option to make the initial record on paper and transcribe it to the online system soon thereafter for validation by the assessor. The 'traffic-light' grid is a tool that shows progress towards the stages for ARCPs and does not incorporate scanned WpBA forms.

I am a LAS/Clinical Fellow/Trust doctor/SAS – can I use the e-Portfolio to record my competencies?
The e-Portfolio has the specific aim of allowing doctors in training to manage progression of learning against the OST curriculum using an electronic platform. Over the years access has been extended to doctors in non-training posts; however, in such instances, the system has the sole purpose of repository of assessments, and will have reduced functionality. To note that such access is suitable to gain CESR evidence.

3) **Educational Supervisors (ES) and MSF**

My ES or College Tutor cannot see my portfolio.
It is the trainee's responsibility to update the Relationships tab ('My Details' section) whenever there is a change of hospital, ES or College Tutor.

I am unable to find my ES in the drop-down list.
ES appointments are managed locally, at hospital level, and the College is not automatically informed. Please email the College on portfolio@rcophth.ac.uk to add new ESs to the system.

Why is information not showing correctly in my ESR?
If the 'Training Year' field at the top of the ESR shows a date mismatch, it is either that the previous ARCP form was not signed off in full or that an attempt to complete ESRs retrospectively is being made. Please email the College on portfolio@rcophth.ac.uk if unsure as to how to proceed.
The majority of the information displayed in the ESR is drawn from the 'My Details' section. Pre-population of Placements Details, Timetables, Leave Records, Qualifications (and other) tabs must be completed prior to starting a new ESR.
Other areas are drawn from the 'Additional Evidence' section. Information notes within the ESR indicate how to upload and save the relevant documents.

How many responses are required for my MSF?
An MSF requires a minimum of 11 responses to be considered valid. It is worthwhile selecting up to 15 assessors in case one of the recipients (or more) is unable to reply within the time limit.

When will my MSF close?
The MSF will automatically close once all of the listed assessors have responded or once 4 weeks have passed from the date of approval by the ES (not the creation date) – whichever occurs soonest.

It is not possible to close an MSF early, even if 11 responses are already in the system. In addition, the MSF cannot be re-opened after closure.

What happens if my MSF closes with fewer than the minimum 11 responses?
Any MSF that closes with fewer than the minimum 11 responses will be considered invalid and will not associate to the 'traffic-light' grid. A new MSF must therefore be initiated.

Why is a closed MS not visible in my Evidence tab?
After closure, the summary report is sent to the ES for review. It will only become available to view once the ES clicks on the 'Release' button.

4) **CPD**

Am I expected to record daily activities in my CPD diary?
It is recommended that trainees discuss with their ES what they would like to see recorded. The College is not prescriptive in this area. Post-CCT, participation in a CPD programme is not optional.

How does the CPD diary work?
The CPD diary has a rolling 5-year cycle that will close at the end of that current 5-year period and prevent any additional CPD events from being added. (To note that the first CPD cycle begins on the day a doctor is registered as user, and is not necessarily linked to their appraisal cycle.)
Events should ideally be added to the diary at regular intervals during the year. If events are added all at once towards the end of the calendar year, it is crucial to remember to complete the task before the start of the next 12-month period, especially when a new 5-year cycle is due to start.
If changes to the CPD cycle dates are necessary, please email the College on CPD@rcophth.ac.uk to discuss the requirement. The start date of the new cycle can be moved back to an earlier date (up to 12 months); this will result in a shortening of the previous cycle.

Why is my CPD diary a year out of sync, e.g. events entered for 2021 are showing in the 2020 column?
Many users interpret columns incorrectly. The date in bold, at the top of the summary page, is the start of the 12-month period rather than the end.

What is the CPD Certificate?
The 'CPD Certificate' button generates a table listing the number of points added to the current CPD cycle, which is used for appraisal or revalidation purposes. Once the CPD Certificate is created, the CPD diary will lock, and users will not be able to edit, add or subscribe to events prior to the creation date.

What is the CPD Summary Report?
The 'CPD Summary Report' produces a downloaded pdf document detailing all events and reviews within a user's set range of dates. There is no restriction on the number of times the report can be download and this does not affect the overall CPD diary in any way.

5) **Other**

I have a query about the Eye Logbook.
All correspondence concerning Eye Logbook functionality should be sent via the 'Contact Us' option on the Eye Logbook login screen. The surgical logbook is managed by an external provider and College staff can only assist with some administrative matters (e.g. password resets).