JRCPTB

Joint Royal Colleges of Physicians Training Board

JRCPTB ePortfolio training user guide February 2019

GUIDANCE FOR SUPERVISORS

# How to access trainee ePortfolio account through the Physician ARCP Reviewer role

The ARCP Reviewer role access is a time limited access to trainees' ePortfolio.

Key functions of this role:
- • Read-only
- • Only able to complete and sign off;
- • ARCP form
- • Educational Supervisor's Report
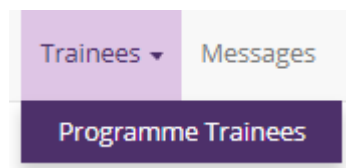- • Academic Supervisor's Report
- • PYA Report

Step 1:
Log on to the ePortfolio using your existing login details and make sure you select the ARCP Reviewer role.
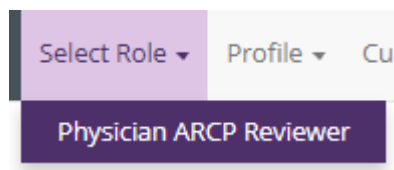

Step 2:
Select the '**Trainees**' menu tab and click on 'Programme Trainees' to locate the trainee on the programme access you have been given.

Step 3:
You can search for the trainee(s) by selecting the programme or by typing in the trainees name in the search field.

The search will display any trainee that matches the search criteria. Please ensure you select 'previous' as the trainee may not have a current post so may not appear as a current trainee.
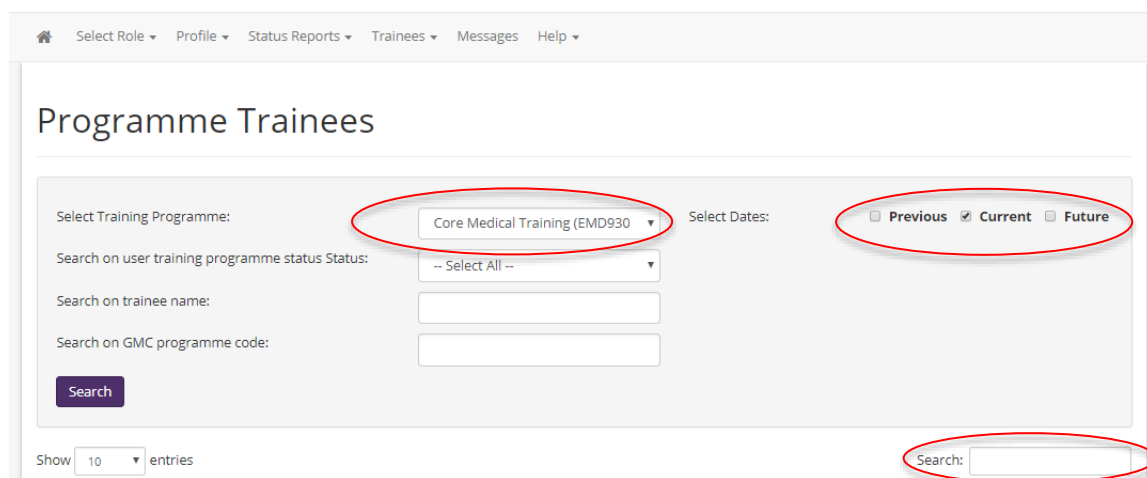
Step 4:
Click on 'View' against the trainees name you need to review and it will take you directly to the trainees' ePortfolio.

You will now be able to view the content of the ePortfolio and complete and required forms if necessary.

Step 5:
Once the access has expired, you will no longer be able to access any trainees' ePortfolio and you will see this warning message:

Your Physician ARCP Reviewer access has now expired. You were given access between 25 Feb 2019 and 25 Feb 2019 to carry out trainee(s) ARCP reviews. Please contact your deanery/LETB to arrange new access which must be approved before access is given by JRCPTB.

Please contact Support to have this changed.