Consultant Pharmacist Credentialing

E-Portfolio guide for Learners
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1 – Using the E-Portfolio

This section contains general information on the technical functionality of the E-portfolio.

1.1 Help and additional information

We have included additional help information throughout the E-portfolio to explain what you need to do. You will have an option to “click to toggle” or a question mark symbol. Select these to get more details on the section you are viewing, and you will see a hint or additional information about what you should include and take into consideration: An example of the “click to toggle” option is shown below.

1.2 Session Timer

You will notice a timer in the top right-hand corner of the screen. This is a countdown of inactivity. If you are inactive for a period of 35 minutes, you will automatically be logged out of the portfolio. The timer resets to 35 minutes each time you interact with the portfolio, such as clicking a button, or completing a form. Please note that simply moving your cursor around on the page is not considered as an interaction.
2 – Getting Started

2.1 Selecting your Programme

When you first access the E-portfolio you will need to agree to the Portfolio User Terms and Conditions.

Select your programme from the sidebar menu or by clicking “programmes”.

You will see an option for Consultant Pharmacist; select this and click on the “Start Programme” button.

TIP: When you next login to the E-portfolio, you will be able to access your selected programme by clicking “Open Active Programme”.
After opening your programme, you will see the below **Dashboard** which provides an overview of your progress.

![Dashboard Image]

- **Number of mapped evidence types against each outcome**
- **Total number of evidence types for each outcome**
- **Patient Surveys and reflective**

You can access your evidence directly from the Dashboard. To access evidence, click on the number next to the evidence type. For example, for 2.1, you can see that the candidate has mapped an ACAT against this outcome. In this case, we will click on the ‘1’ next to the ACAT in 2.1.

The screen below will appear which shows the SLE type and when it was started. Click on the date below **Started Date** to access the SLE.

![SLE Image]

The completed SLE will appear. Scroll down the page to view the whole SLE.
2.2 Portfolio collaborators

Some of the tools and records in the E-portfolio require input from other colleagues (collaborators). In order for them to be able to support your development, you will need to give them access to your E-portfolio. As a learner you have control over who gets to view the details and content of your portfolio. See the table in Section 2.3 for further details of what different collaborators have access to.

Collaborators include your Professional Coach, Expert Mentors and Peer Collaborator you want to give access to view your portfolio and contribute to it. You can add (and remove) a collaborator at any point.

Please note that once invited and accepted, a collaborator will be able to view all contents of your E-portfolio.

**NOTE:** It is not mandatory to invite collaborators to your portfolio. If you would like collaborators to complete an SLE, you can send them the SLE directly via a ticket. Please see Section 4 for more information.

To invite a collaborator to view and add to your portfolio select the “Portfolio Collaborators” navigation item in the sidebar menu.
This will take you to a page which will display all of your currently invited collaborators. Select the “Invite Portfolio Collaborator” button to start the invitation process.

This will open a pop-up window for you to insert the details of your collaborator, you will need to choose their role type from the dropdown menu (e.g. professional coach) and the email address that you will send the invitation to.
This will send an email notification to them and their details will then be displayed on the portfolio collaborators page. At any point you can also delete a collaborator by selecting the cross (x) icon; or you can re-send the invitation if your collaborator cannot find it.

**TIP:** If your portfolio collaborator has not received an email and you have used the right email address, ask them to check their junk folder in case the email has been recognised as junk.
### 2.3 User roles

The E-portfolio contains tools and templates to support professional development. The table below outlines the different tools and who have access to each tool.

<table>
<thead>
<tr>
<th>Tool</th>
<th>Learner (entry-level pharmacist)</th>
<th>Professional Coach</th>
<th>Expert mentors</th>
<th>Collaborators</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Actions</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Consultant Pharmacist Framework</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>File upload</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Learning Needs</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Acute care assessment tool (ACAT)</td>
<td>✓</td>
<td>View only</td>
<td>View only</td>
<td>✓</td>
</tr>
<tr>
<td>Case-based discussions (CbDs)</td>
<td>✓</td>
<td>View only</td>
<td>View only</td>
<td>✓</td>
</tr>
<tr>
<td>Case presentation (CP)</td>
<td>✓</td>
<td>View only</td>
<td>View only</td>
<td>✓</td>
</tr>
<tr>
<td>Clinical leadership assessment skills (LEADER)</td>
<td>✓</td>
<td>View only</td>
<td>View only</td>
<td>✓</td>
</tr>
<tr>
<td>Directly observed procedure (DOPS)</td>
<td>✓</td>
<td>View only</td>
<td>View only</td>
<td>✓</td>
</tr>
<tr>
<td>Direct observation of non-clinical skills (DONCS)</td>
<td>✓</td>
<td>View only</td>
<td>View only</td>
<td>✓</td>
</tr>
<tr>
<td>Expert Mentor Report (EMR)</td>
<td>✓</td>
<td>View only</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Journal club Presentation (JCP)</td>
<td>✓</td>
<td>View only</td>
<td>View only</td>
<td>✓</td>
</tr>
<tr>
<td>Mini clinical evaluation exercise (Mini-CEX)</td>
<td>✓</td>
<td>View only</td>
<td>View only</td>
<td>✓</td>
</tr>
<tr>
<td>Multi-source feedback tool (MSF)</td>
<td>✓</td>
<td>View only</td>
<td>Relevant EM</td>
<td>✓</td>
</tr>
<tr>
<td>Patient survey (PS)</td>
<td>✓</td>
<td>PS Results</td>
<td>PS results</td>
<td>Patient only</td>
</tr>
<tr>
<td>Professional Coach Report (PCR)</td>
<td>✓</td>
<td>View only</td>
<td>View only</td>
<td>No access</td>
</tr>
<tr>
<td>Quality improvement project assessment tool (QIPAT)</td>
<td>✓</td>
<td>View only</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Reflective accounts (RA)</td>
<td>✓</td>
<td>View only</td>
<td>View only</td>
<td>View only</td>
</tr>
<tr>
<td>Teaching observation tool (TO)</td>
<td>✓</td>
<td>View only</td>
<td>View only</td>
<td>✓</td>
</tr>
</tbody>
</table>
3 – Identifying your Development Needs

We have incorporated several tools to help you identify your strengths and areas for development.

3.1 Learning Needs

The Learning Needs (LN) tool enables you to assess your practice against the consultant pharmacist curriculum learning outcomes. You are recommended to complete a learning needs analysis every 6-12 months or when your practice changes significantly, such as a change in role or change in responsibilities. If you are undertaking a formal training programme, check the requirements of your training provider, as they may require you to complete the LN tool more frequently.

3.1.1 Completing your Learning Needs

To complete a learning needs analysis, select the “Learning Needs” option from the sidebar menu.

Select “Start New” to open up a new LN.

Click on each domain to open and view the sections.

Work through the sections and assess yourself against all the learning outcomes from the framework.

You will need to indicate your current ability in demonstrating the outcome.
The ratings are *High*, *Medium* or *Low*.

Once you have completed assessing yourself select the “Save Changes” button will save your decisions.

You will see that for certain ratings icons will appear next to each outcome.

Outcomes that require further development are highlighted by an *action* icon 🔄.
### 3.1.2 Creating and managing tasks

Clicking on the action icon will enable you to create a task. You should create an action and decide the deadline by when it will be achieved. The evaluation field is to be filled in once you have carried out the action.

Complete the fields and click “Save task”.

Once you have created a task the icon changes to a task icon.

To view your tasks, go to the menu bar on the left hand side and click the My Actions area.
Your tasks are saved under the My Actions area under the “Learning Needs Actions” tab. Please see Section 5 for more information about the My Actions area.

Enter the completion date and select “Mark as Completed”.

Completed tasks are displayed at the bottom of the action plan list.
Within the **Learning Needs** area, the task icon for the completed task will change to a blue icon.
4 – Supervised Learning Events (SLEs)

Supervised learning events (SLEs) tools are assessment instruments to demonstrate your learning and competence against the descriptors. A range of assessment instruments are included within the RPS consultant e-portfolio:

- Acute care assessment tool (ACAT)
- Case Based Discussion (CbD)
- Case presentation (CP)
- Clinical leadership assessment skills (LEADER)
- Clinical Evaluation Exercise (mini-CEX)
- Direct Observation of Non-Practical Skills (DONCS)
- Direct Observation of Practical Skills (DOPS)
- Journal Club Presentation (JCP)
- Quality Improvement Project Assessment Tool (QIPAT)
- Reflective Account (RA)
- Teaching Observation (TO)
- Patient Survey (PS)
- Multi-Source Feedback tool (MSF)

Reviews are also included within the E-portfolio:

- Expert Mentor Report (EMR)
- Professional Coach Report (PCR)

4.1 – Supervised Learning Events (SLEs) ticketing process

Supervised learning events and reviews can be sent directly to your collaborators via the e-portfolio ticketing process. Collaborators may still wish to register onto the e-portfolio, however, this is not mandatory.

Emailed ticket links can be sent for all SLEs including the Expert Mentor Report however, they cannot be sent for the Professional Coach Report as we would expect candidates to have a longitudinal association with their Professional Coach. Therefore Professional Coaches will need to register onto the e-portfolio.

Please note: If collaborators do not register onto the E-portfolio they will only be able to view the SLE which is sent to them via a ticket link.

To start a new Supervised Learning Event, select the “Supervised Learning Events” navigation item in the sidebar menu.
4.1.1 Sending an SLE ticket

From the ‘Supervised Learning Events’ menu, click on the SLE you wish to send to your collaborator.

Click on an SLE. We'll be using ACAT for this example.

The below screen will appear.

Click “Start New”.

The SLE will open.

You will see that you can fill in the Collaborator's name and email address of who you wish to send the SLE ticket link to. You will also be able to complete the rest of the collaborator’s details if you wish to do so.

You also will need to add a title to the SLE. To do this enter the title of your choosing in the ‘Title’ field.

Please note: Collaborators will not be able to add or amend a title.
Once you have filled in the title, collaborator’s name and email click “Save changes and Send Email to Collaborator”.

A message will appearing confirming your changes have been saved.

Once an SLE ticket has been sent you have the option to resend an invitation or cancel an invitation.

Please note, an SLE ticket link will expire after **28 days**.

If you need to resend an invitation to your collaborator, go to the SLE and click “**Resend Invitation**” underneath the email address.
If you wish to cancel an invitation, click “Cancel Invitation”. By cancelling an invitation, the previous SLE ticket link sent to the collaborator will expire.

<table>
<thead>
<tr>
<th>Acute care assessment tool (ACAT) (02/06/2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back to Supervised Learning Events</td>
</tr>
</tbody>
</table>

Your changes have been saved successfully.

Acute care assessment tool (ACAT) Overview [click to toggle]

<table>
<thead>
<tr>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test ACAT 27/05</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Collaborator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaborator Name *</td>
</tr>
<tr>
<td>Collaborator email *</td>
</tr>
<tr>
<td>Collaborator Role *</td>
</tr>
</tbody>
</table>

Please note: If you do not wish to send a ticketed SLE to your collaborator then click “Save Changes”. You can send them an invitation to register and access your portfolio and complete the SLE there (see Section 2.2).

Once an SLE has been sent, your collaborator will receive the below email.

On Behalf Of noreply@messages.axiadigital.co.uk

to me ▼

Hello Rachael Parsons

I’d like to invite you to complete my Acute care assessment tool (ACAT).

Please complete this form via this link: [Acute care assessment tool (ACAT)]

Thank you for taking the time to support my development.

Kind regards,
Sent by the Royal Pharmaceutical Society on behalf of Rachael Parsons

For technical enquiries please email membership@rpharms.com or call the RPS team on 020 7572 2737.

Your collaborator will need to click on the link in the email to access and complete the SLE within the 28 day period.

In the next sections, we will detail how to create and review each SLE tool within the E-portfolio.
4.2 Acute care assessment tool (ACAT)

The tool is an evaluation of your clinical assessment and management, decision making, team working, time management, record keeping, prioritisation and handover over a continuous period of time across multiple patients.

4.2.1 Creating an ACAT

On the menu, select “Supervised Learning Events” then “Acute care assessment tool (ACAT)”.

Select “Start New” to create a new record.

This will then take you to a page where you will be assessed based on knowledge/skills. Your portfolio collaborator will complete this after a minimum of five cases have been observed.
You will also be given an overall rating.

You have the option to add “Optional reflection”. Your collaborator will complete the “Other relevant comments or feedback” and “Agreed action(s)” area. Details input in the “Agreed action(s)” area will create a “Supervised Learning Event” action in your action plans section.
You will then need to select the learning outcomes that are relevant to the record. Select the “Save Changes” button to complete the record.

4.2.2 Reviewing an ACAT

On the menu, select “Supervised Learning Events” then “Acute care assessment tool (ACAT)”. 
You can access already created ACATs by selecting the date the record was created.

Once you are happy with the record you can click on “Save Changes” at the bottom of the page.

4.3 Case Based Discussion (CbD)

The tool is a retrospective evaluation of your input into patient care. It is a structured discussion undertaken remotely from the patient(s) and is used to explore the clinical reasoning, decision making and application of complex clinical knowledge in practice.

4.3.1 Creating a CbD

On the menu, select “Supervised Learning Events” then “Case Based Discussion (CbD)”.

Select “Start New” to create a new record.

This will then take you to a page where you will be assessed based on knowledge/skills. Your portfolio collaborator will complete this after a discussion with you.
You will also be given an overall rating.

You have the option to add “Optional reflection”. Your collaborator will complete the “Other relevant comments or feedback” and “Agreed action(s)” area. Details input in the “Agreed action(s)” area will create a “Supervised Learning Event” action in your action plans section.
You will then need to select the learning outcomes that are relevant to the record. Select the “Save Changes” button to complete the record.

4.2.2 Reviewing a CbD

On the menu, select “Supervised Learning Events” then “Case Based Discussion (CbD)”. 
You can access already created CbDs by selecting the date the record was created.

Once you are happy with the record you can click on “Save Changes” at the bottom of the page.

4.3 Case presentation (CP)

The tool is an evaluation of your ability to effectively present a case to colleagues demonstrating effective clinical assessment and management, decision making, team working and time management.

4.3.1 Creating a CP

On the menu select “Supervised Learning Events” then “Case presentation (CP)”.
Select “Start New” to create a new record.

This will then take you to a page where you will be assessed based on knowledge/skills. Your portfolio collaborator will complete this after your case presentation.
You will also be given an overall rating.

You have the option to add "Optional reflection". Your collaborator will complete the “Other relevant comments or feedback” and “Agreed action(s)” area. Details input in the “Agreed action(s)” area will create a “Supervised Learning Event” action in your action plans section.
You will then need to select the learning outcomes that are relevant to the record. Select the “Save Changes” button to complete the record.

4.3.2 Reviewing a CP

On the menu, select “Supervised Learning Events” then “Case presentation (CP)”.
You can access already created CPs by selecting the date the record was created.

Once you are happy with the record you can click on “Save Changes” at the bottom of the page.

4.4 Clinical leadership assessment skills (LEADER)

The tool is an evaluation of your non-clinical leadership and team working capabilities.

4.4.1 Creating a LEADER

On the menu select “Supervised Learning Events” then “Clinical leadership assessment skills (LEADER)”.
Select “Start New” to create a new record.

This will then take you to a page where you will be assessed based on knowledge/skills. Your portfolio collaborator will complete this after a discussion with you.
You will also be given an overall rating.

You can add to the “Optional reflection”. Your collaborator will complete the “Strengths”, “Areas for development”, “Other relevant comments or feedback” and “Agreed action(s)” areas. Details input in the “Agreed action(s)” area will create a “Supervised Learning Event” action in your action plans section.
You will then need to select the learning outcomes that are relevant to the record. Select the “Save Changes” button to complete the record.

4.4.2 Reviewing a LEADER

On the menu, select “Supervised Learning Events” then “Clinical leadership assessment skills (LEADER)”. 
You can access already created LEADERs by selecting the date the record was created.

Once you are happy with the record you can click on “Save Changes” at the bottom of the page.

4.5 Clinical Evaluation Exercise (mini-CEX)

The tool is an evaluation of your global clinical encounter with a patient assessing the synthesis of skills essential for clinical care such as history taking, communication, examination and clinical reasoning.

4.5.1 Creating a mini-CEX

On the menu select “Supervised Learning Events” then “Clinical Evaluation Exercise (mini-CEX)".
Select “Start New” to create a new record.

This will then take you to a page where you will be assessed based on knowledge/skills. Your portfolio collaborator will complete this after the observation.
You will also be given an overall rating.

You can add to the “Optional reflection”. Your collaborator will complete the “Other relevant comments or feedback” and “Agreed action(s)” areas. Details input in the “Agreed action(s)” area will create a “Supervised Learning Event” action in your action plans section.
You will then need to select the learning outcomes that are relevant to the record. Select the “Save Changes” button to complete the record.

4.5.2 Reviewing a mini-CEX

On the menu, select “Supervised Learning Events” then “Clinical Evaluation Exercise (mini-CEX)”.
You can access already created mini-CEXs by selecting the date the record was created.

Once you are happy with the record you can click on “Save Changes” at the bottom of the page.

4.6 Direction Observation of Non-Clinical Skills (DONCS)

The tool is an evaluation of your non-clinical skills.

4.6.1 Creating a DONCS

On the menu select “Supervised Learning Events” then “Direct Observation of Non-Clinical Skills (DONCS)”.
Select “Start New” to create a new record.

This will then take you to a page where you will be assessed based on knowledge/skills. Your portfolio collaborator will complete this after the observation.

You will also be given an overall rating.
You can add to the “Optional reflection”. Your collaborator will complete the “Strengths”, “Areas for development”, “Other relevant comments or feedback” and “Agreed action(s)” areas. Details input in the “Agreed action(s)” area will create a “Supervised Learning Event” action in your action plans section.

You will then need to select the learning outcomes that are relevant to the record. Select the “Save Changes” button to complete the record.
4.6.2 Reviewing a DONCS

On the menu, select “Supervised Learning Events” then “Direct Observation of Non-Clinical Skills (DONCS)”. You can access already created DONCSs by selecting the date the record was created.

Once you are happy with the record you can click on “Save Changes” at the bottom of the page.

4.7 Direct Observation of Practical Skills (DOPS)

This tool is an evaluation of your performance in undertaking a clinical procedure.
4.7.1 Creating a DOPS

On the menu select “Supervised Learning Events” then “Direct Observation of Practical Skills (DOPS)”.

Select “Start New” to create a new record.

This will then take you to a page where you will be assessed based on knowledge/skills. Your portfolio collaborator will complete this after the observation.
You will also be given an overall rating.

You can add to the “Optional reflection”. Your collaborator will complete the “Which aspects of the encounter were done well”, “Suggested areas for improvement” and “Agreed action(s)” areas. Details input in the “Agreed action(s)” area will create a “Supervised Learning Event” action in your action plans section.
You will then need to select the learning outcomes that are relevant to the record. Select the “Save Changes” button to complete the record.

4.7.2 Reviewing a DOPS

On the menu select “Supervised Learning Events” then “Direct Observation of Practical Skills (DOPS)”. 
You can access already created DOPSs by selecting the date the record was created.

Once you are happy with the record you can click on “Save Changes” at the bottom of the page.

4.8 Journal Club Presentation (JCP)

The tool is an evaluation of your ability to effectively present a journal paper to colleagues demonstrating knowledge of research methods and critical evaluation skills.

4.8.1 Creating a JCP

On the menu select “Supervised Learning Events” then “Journal Club presentation (JCP)”.
Select “Start New” to create a new record.

This will then take you to a page where you will be assessed based on knowledge/skills. Your portfolio collaborator will complete this after the observation.
You will also be given an overall rating.

You can add to the “Optional reflection”. Your collaborator will complete the “Other relevant comments or feedback” and “Agreed action(s)” areas. Details input in the “Agreed action(s)” area will create a “Supervised Learning Event” action in your action plans section.

You will then need to select the learning outcomes that are relevant to the record. Select the “Save Changes” button to complete the record.
4.8.2 Reviewing a JCP

On the menu select “Supervised Learning Events” then “Journal Club presentation (JCP)”.

You can access already created JCPs by selecting the date the record was created.

Once you are happy with the record you can click on “Save Changes” at the bottom of the page.

4.9 Quality Improvement Project Assessment Tool (QIPAT)

The tool is an evaluation of your ability to undertake a quality improvement project to improve service provision in your area of expertise.
4.9.1 Creating a QIPAT

On the menu select “Supervised Learning Events” then “Quality Improvement Project Assessment Tool (QIPAT)”.

Select “Start New” to create a new record.
This will then take you to a page where you will be assessed based on knowledge/skills. Your portfolio collaborator will complete this after the observation.

You will also be given an overall rating.
You can add to the “Optional reflection”. Your collaborator will complete the “Which aspects of the encounter were done well”, “Suggested areas for improvement” and “Agreed action(s)” areas. Details input in the “Agreed action(s)” area will create a “Supervised Learning Event” action in your action plans section.

You will then need to select the learning outcomes that are relevant to the record. Select the “Save Changes” button to complete the record.
4.9.2 Reviewing a QIPAT

On the menu select “Supervised Learning Events” then “Quality Improvement Project Assessment Tool (QIPAT)”.

You can access already created QIPATs by selecting the date the record was created.

Once you are happy with the record you can click on “Save Changes” at the bottom of the page.

4.10 Reflective Account (RA)

The tool is an evaluation of your ability to reflect on an experience, analyse your learning and identify areas of development to inform future practice.
4.10.1 Creating a RA

On the menu select “Supervised Learning Events” then “Reflective Account (RA)”. Select “Start New” to create a new record.
This will then take you to a page where you complete sections that are relevant to your experience.

You will then need to select the learning outcomes that are relevant to the record. Select the “Save Changes” button to complete the record.
4.10.2 Reviewing a RA

On the menu select “Supervised Learning Events” then “Reflective Account (RA)”. You can access already created RAs by selecting the date the record was created.

Once you are happy with the record you can click on “Save Changes” at the bottom of the page.

4.11 Teaching Observation (TO)

The tool is an evaluation of your ability to deliver an effective learning experience to others.
4.11.1 Creating a TO

On the menu select “Supervised Learning Events” then “Teaching Observation (TO)”.

Select “Start New” to create a new record.

This will then take you to a page where you will be assessed based on knowledge/skills. Your portfolio collaborator will complete this after the observation.
You will also be given an overall rating.

<table>
<thead>
<tr>
<th>Overall Rating</th>
<th>Below the level expected of an entry-level consultant pharmacist in this clinical specialty</th>
<th>At the level expected of an entry-level consultant pharmacist in this clinical specialty</th>
<th>Above the level expected of an entry-level consultant pharmacist in this clinical specialty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Based on this observation please rate the level of overall quality of teaching shown</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You can add to the “Optional reflection”. Your collaborator will complete the “Which aspects of the session were done well”, “Suggested areas for improvement” and “Agreed action(s)” areas. Details input in the “Agreed action(s)” area will create a “Supervised Learning Event” action in your action plans section.
You will then need to select the learning outcomes that are relevant to the record. Select the “Save Changes” button to complete the record.

4.11.2 Reviewing a TO

On the menu select “Supervised Learning Events” then “Teaching Observation (TO)”. 
You can access already created TOs by selecting the date the record was created.

Once you are happy with the record you can click on “Save Changes” at the bottom of the page.

4.12 Patient Survey (PS)

The tool is an evaluation of your communication and consultation skills from the patient’s perspective.

4.12.1 Creating a PS

On the sidebar menu, select “Patient Survey” then again “Patient Survey”.
Select “Add New Patient” to create a new record.

This will open a pop-up window for you to insert the patient’s email address and select “Add Patient”. (Note: This action does not automatically send an email to the patient)

This will add the patient to your list shown under “Status” as “Added”. Select the envelope symbol which sends an invitation email to the patient.

The patient “Status” will then change to “Invited” with a date under “Date Invited”. At any point you can also re-send the invitation email by selecting the refresh symbol , if your patient cannot find the email.
4.12.2 Questionnaire

Patients will be asked to rate you “Poor to Fair”, “Fair”, “Good” or “Excellent”.

This is the view that the patients will see when they open the Patient Survey. For a larger version click here.

For more patient guidance, please click here.
After the patient completes the survey, they will see the following page.

From your end, the patient’s “Status” will then change to “Completed” with a date under “Date Completed”. You can select the folder symbol 📂 to view the patient’s feedback.

4.12.3 Patient Survey Results

On the sidebar menu, select “Patient Survey” then again “Patient Survey Results”.

The Patient Survey Results page provides an overview of areas that you did well and areas that may need improvement.

**TIP:** You can click on the keys to filter

![Patient Survey Results Diagram](image)

**4.12.4 Patient Survey Summary Reflective**

This tool can be used to reflect on and identify areas of development based on patient feedback.

On the sidebar menu, select “Patient Survey” then again “Patient Survey Summary Reflective”. 
Select “Add new Patient survey summary reflective” to create a new record.

Complete the reflection page and select “Save and continue”.

You have the option to select the relevant competencies. Remember to select “Save and continue”. You also have the option to “Skip”.
You will then move onto the attachment section, select “**Browse**” to open your computer/devices documents and select the file you wish to upload. When the file is selected, add a file description and select “**Save**”. You will see the message “**File was uploaded successfully**”.

Once it has moved under Linked Attachments, select “**Finish**”.
You will now be able to see the record in “Patient Survey Summary Reflective” where you can edit record, edit mapping, or print.

4.13 Multi-Source Feedback Tool (MSF)

This tool provides systematic collection and feedback of performance data on you from colleagues. It can be used to evaluate your level of performance in the relevant domain.

4.13.1 Creating a MSF

On the sidebar menu, select “Multi-Source Feedback” then “Multi-Source Feedback Survey”.
Select the relevant domain.

Select “Start New” to create a new record.

This will then take you to a page where you will be assessed based on your performance in relation to the relevant domain. Your selected portfolio collaborator will complete this after the observation.
You will also be given an overall rating.

4.13.2 Multi-Source Feedback Reflections

This tool can be used to reflect on and identify areas of development based on multiple source feedback.

On the sidebar menu, select “Multi-Source Feedback” then again “Multi-Source Feedback Reflections”.
Select “Start New” to create a new record.

Complete the reflection page. Details input in the “Agreed action(s)” area will create a “Supervised Learning Event” action in your action plans section. Remember to select “Save Changes”. You will see the message “Your changes have been saved successfully”.
5 – File Upload

This section is for you to upload any files that are relevant to your learning and development. This could include other Supervised Learning Events (SLEs), and training certificates. This ensures that all information linked to the Consultant Pharmacist programme is saved in one place.

**TIP:** If your evidence is linked, then upload it altogether in one file upload and add naming conventions. For example, if you upload a Clinical Evaluation Exercise (mini-CEX) and want to add a Reflective Account (RA) linked to that mini-CEX, then upload them at the same time with the same naming conventions:

Mini-CEX (1) 10.03.21
RA (1) 10.03.21

To access “File Upload”, select from the sidebar menu and select “Add new record” to start the creation of your file upload.

The first step is to create a title for the record and a description of what the record will be. Once you have inserted the details select “Save and continue” to progress.
You have the option to select the relevant competencies which will be supported by this file upload. Remember to select “Save and continue”. You also have the option to “Skip”.

You will then move onto the attachment section, select “Browse” to open your computer/devices documents and select the file you wish to upload. When the file is selected, add a file description and select “Save”. You will see the message “File was uploaded successfully”.
Once it has moved under Linked Attachments, select “Finish”.

You will now be able to see the record in File Upload where you can edit, print, or delete it.

**TIP:** You can upload as many files as you wish, there is no limit on the number of files you can link to each record.
6 – My Actions

This section enables you to view action plans and individual tasks. This is essentially a ‘to-do’ list for your learning and development.

6.1 Viewing your actions log

Select the “My Actions” option in the sidebar menu.

You can view the all of the different action plans throughout your portfolio.

When you have completed an action item, select “Mark as Complete” next to the action.

This will open a pop-up window for you to enter your completion date and select “Mark as Completed”.

Mark Action as Completed
After entering the completion date, it will now show as completed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Evidence Title</th>
<th>Evidence Type</th>
<th>Action</th>
<th>Completed</th>
<th>Completed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>29/03/2021</td>
<td>CbD</td>
<td>SLE</td>
<td>egwfwfXawfs</td>
<td></td>
<td>19/05/2021</td>
</tr>
</tbody>
</table>
7 – Submission

This section is for when you are ready to submit your e-portfolio for assessment.

To have your portfolio assessed by the RPS consultant pharmacist competency committee (CPCC), there is a submission fee of £450, inclusive of VAT. You will need make payment via card payment. We accept all major credit cards including Visa, MasterCard and American Express (AMEX).

To submit your portfolio from the dashboard page, click on the dropdown arrow next to “Consultant Pharmacist” on the sidebar menu.

Click on the arrow.

This will expand the menu. Click on “Submit portfolio” at the bottom of the menu.
You will then see the submission area. Click “(£450) Submit Portfolio” to make payment.

Fill in your payment details in the fields shown below.

Once your payment is successful, you will then be asked to complete the “Consultant Pharmacist Credentialing Submission form”.

Click “Complete your Consultant pharmacist portfolio submission” to access the form.

Please note: This is a mandatory form which must be completed in order to complete your submission process.
Complete all required fields of the form.

Once you have completed the form, you’ll be given confirmation that your response has been submitted.

You will then need to go back to the portfolio page and click “Finish”.

You will then receive email confirmation of your portfolio submission.

An RPS administrator will check your submission and once complete they will assign your portfolio to an RPS consultant pharmacist competency committee (CPCC). You will receive your outcome within six weeks of the submission window deadline.
We would love to capture feedback from your experiences using the RPS consultant pharmacist e-portfolio. The results will be reviewed on a periodic basis to identify elements which can be updated to ensure that it is as user friendly as possible.

To provide feedback, please complete this survey. The survey should take approximately 5 minutes to complete and all responses are anonymous.

Alternatively you can complete the feedback form directly from the e-portfolio. On the homepage, click on 'Your Feedback' from the menu on the left hand side. You will then be redirected to the survey.
9 – Contact Details


For any questions about the requirements of consultant pharmacist credentialing and RPS products and service please contact our dedicated support team:

Email: education@rpharms.com
Telephone: 0207 572 2737 (9am to 5pm, Monday to Friday)

If you experience any technical issues or have any feedback on the platform, please contact our technical team.

Email: support@rpharms.com
Telephone: 0207 572 2737 (9am to 5pm, Monday to Friday)

Acknowledgements

RPS E-Portfolio designed by AXIA
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