ROYAL PHARMACEUTICAL SOCIETY

Consultant Pharmacist Credentialing

E-Portfolio guide for Learners

Table of Contents

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.
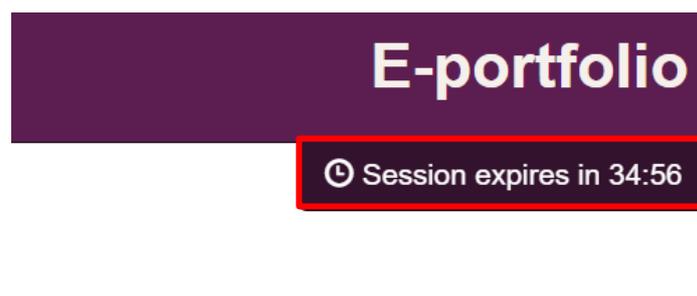
2 – Getting Started

2.1 Selecting your Programme

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

Terms and Conditions
Please read the terms and conditions carefully.

Portfolio User Terms

Portfolio User Terms & Conditions [click to toggle view]

☑ Agreement to these Terms & Conditions are required *

Continue

Select your programme from the sidebar menu or by clicking **"programmes".**

📁 Programmes

❓ Help

⚙ Admin

Welcome

Please go to the **programmes** page to start your portfolio or view an existing one

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

Provisional Registration

A programme for provisionally registered pharmacists to record leaning and development aligned to the foundation pharmacist curriculum outcomes, and demonstrate the General Pharmaceutical Council's provisional registration requirements. It can also be used to colate evidence for interim foundation training programmes and clinical diplomas.

Start Programme

Consultant Pharmacist

A programme for pharmacists who are looking to become credentialed as consultant pharmacists. Record and compile all the evidence of your learning and assessment evidence against the consultant pharmacist curriculum outcomes.

Start Programme

TIP: When you next login to the e-portfolio, you will be able to access your selected programme by clicking **"Open Active Programme".**

Consultant Pharmacist

A programme for pharmacists who are looking to become credentialed as consultant pharmacists. Record and compile all the evidence of your learning and assessment evidence against the consultant pharmacist curriculum outcomes.

Open Active Programme

Status: Started

Date Started: 09/12/2020

After opening your programme, you will see the below **Dashboard** which provides an overview of your progress.

Number of mapped evidence types against each outcome

Total number of evidence types for each outcome

Overall progress

TIP: click on the keys to filter

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.

To invite a collaborator to view and add to your portfolio select the "**Portfolio Collaborators**" navigation item in the sidebar menu.
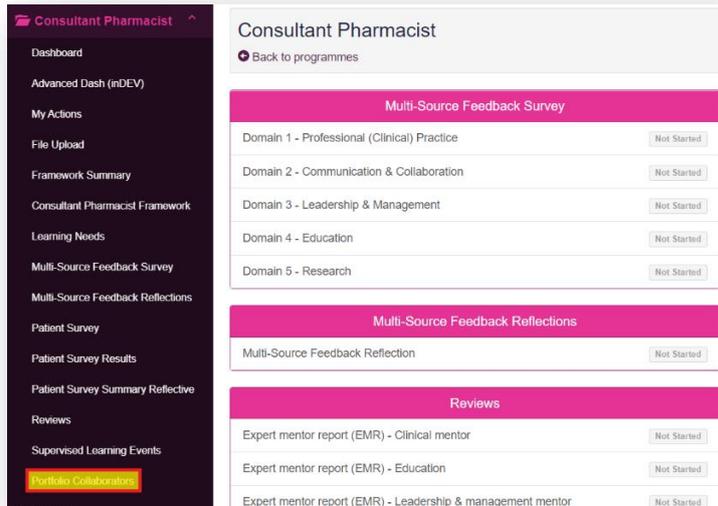
This will take you to a page which will display all of your currently invited collaborators.
Select the "**Invite Portfolio Collaborator**" button to start the invitation process.
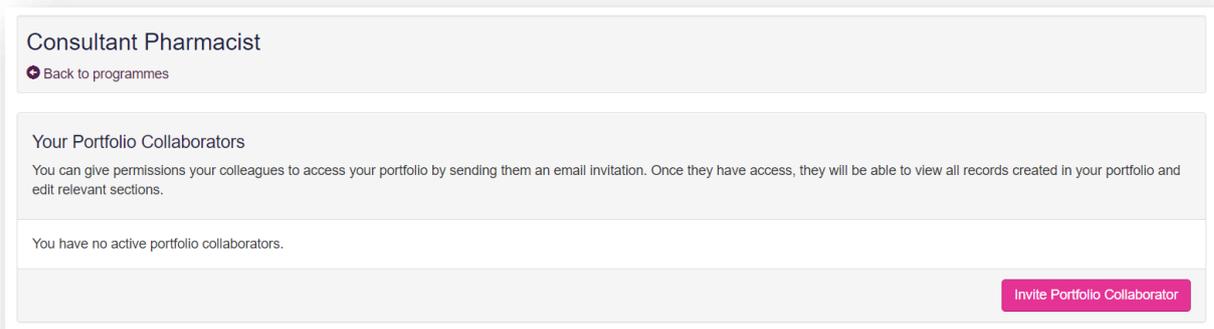
This will open a pop-up window for you to insert the details of your collaborator, you will need to choose their role type from the dropdown menu (e.g. professional coach) and the email address that you will send the invitation to.
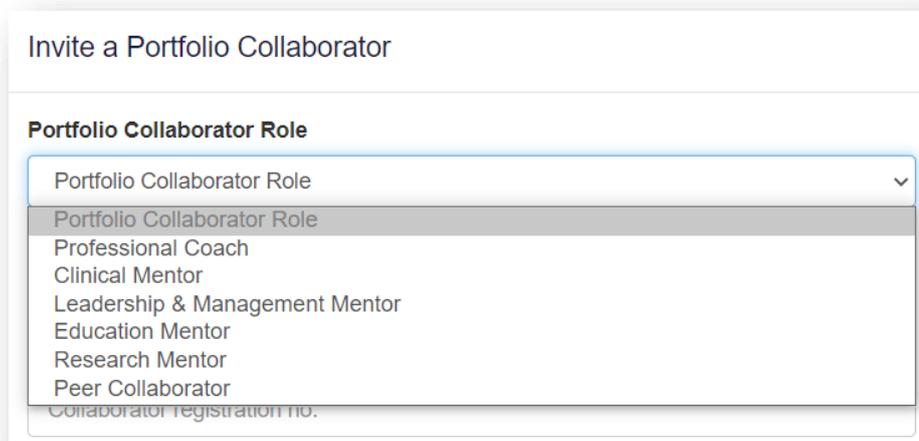
This will send an email notification to them and their details will then be displayed on the portfolio collaborators page. At any point you can also delete a collaborator by selecting the cross (x) icon; or you can re-send the invitation if your collaborator cannot find it.

Consultant Pharmacist
⊕ Back to programmes

Your Portfolio Collaborators

You can give permissions your colleagues to access your portfolio by sending them an email invitation. Once they have access, they will be able to view all records created in your portfolio and edit relevant sections.

Name	Email Address	Portfolio Collaborator Role	Collaborator registration no.	Collaborator position	Collaborator profession	Status	Date Invited	Date Accepted	Actions
-	jennysau.n@pharms.com	Professional Coach	1234567	Collaborator position	Collaborator profession	Pending	08/10/2020	-	⟲ ✖

Invite Portfolio Collaborator

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.

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

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.

Consultant Pharmacist
⊕ Back to programmes

Learning Needs
⊕ Back to Learning Needs Assessments

1. Professional practice [click to toggle]		Current ability
Leads on the delivery of complex pharmaceutical care in dynamic and uncertain environments across boundaries.	1.1 Possesses in-depth pharmaceutical knowledge and skills in defined clinical area(s); can apply these to manage individual patients and/or patient populations requiring the most complex pharmaceutical care.	**High** / Medium / Low
	1.2 Influences the delivery and quality assurance of clinical services across boundaries.	High / **Medium** / Low
	1.3 Demonstrates effective critical thinking, clinical reasoning and decision making where there is uncertainty, competing and/or complex clinical issues.	High / **Medium** / Low
Shapes and implements regional and national policy and strategy in their area of clinical practice.	1.4 Implements regional and national policy and/or strategy at their level of influence within their area of clinical practice.	High / **Medium** / Low
	1.5 Translates expertise and research into the creation of new policy influencing practice beyond their organisation. demonstrably improving patient care.	High / **Medium** / Low

Save Changes

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 ☰.

	Current ability
1.1 Possesses in-depth pharmaceutical knowledge and skills in defined clinical area(s); can apply these to manage individual patients and/or patient populations requiring the most complex pharmaceutical care.	High / **Medium** / Low

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.

Learning Needs Action   X

Objective
Leads on the delivery of complex pharmaceutical care in dynamic and uncertain environments across boundaries.

Outcome
1.1 Possesses in-depth pharmaceutical knowledge and skills in defined clinical area(s); can apply these to manage individual patients and/or patient populations requiring the most complex pharmaceutical care.

Learning Action

Evaluation

Deadline   DD/MM/YYYY

Save Task

Complete the fields and click "**Save task**".

Once you have created a task the icon changes to a *task* icon [icon].

1. Professional practice [click to toggle]		Current ability
Leads on the delivery of complex pharmaceutical care in dynamic and uncertain environments across boundaries.	1.1 Possesses in-depth pharmaceutical knowledge and skills in defined clinical area(s); can apply these to manage individual patients and/or patient populations requiring the most complex pharmaceutical care.	High / Medium / Low
	1.2 Influences the delivery and quality assurance of clinical services across boundaries.[2]	High / Medium / Low
	1.3 Demonstrates effective critical thinking, clinical reasoning and decision making where there is uncertainty, competing and/or complex clinical issues.	High / Medium / Low

To virew your tasks, go to the menu bar on the left hand side and click the **My Actions** area.

My Actions
File Upload
Consultant Pharmacist Framework
Learning Needs
Multi-Source Feedback
Patient Survey
Reviews
Supervised Learning Events
Portfolio Collaborators
Back to Programmes
Help

Consultant Pharmacist
Back to programmes

Action Plans
An area to manage your action plans and indiv

Learning Needs Actions   Patient Survey

Active Actions

Created By

You

Action

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.
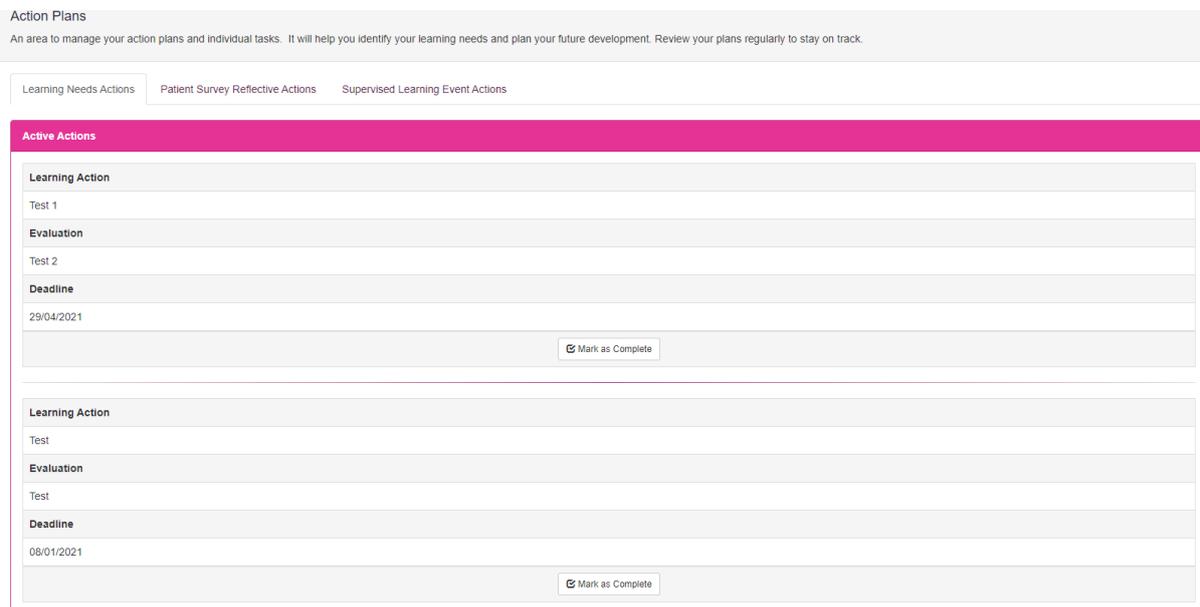
Enter the *completion date* and select "**Mark as Completed**".
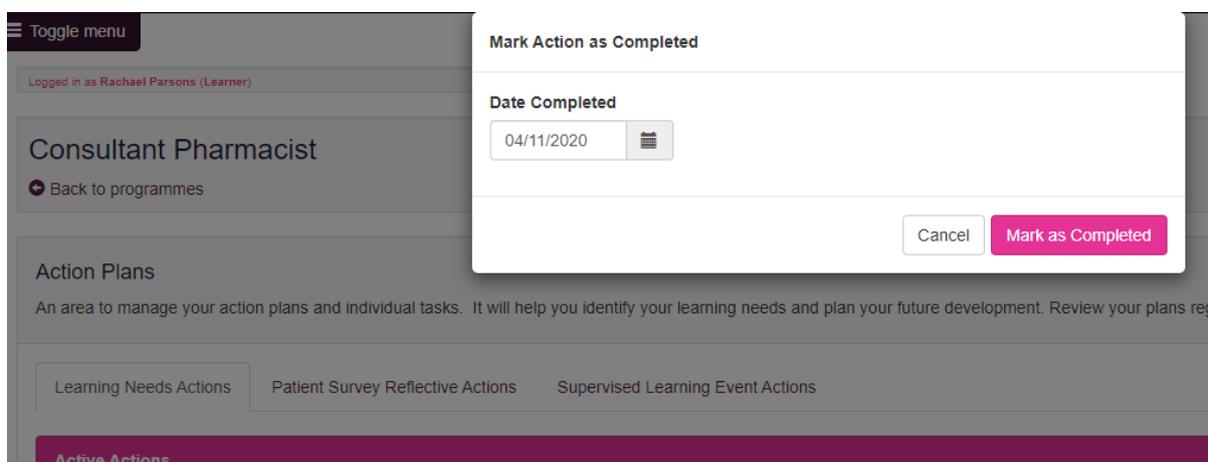
Completed tasks are displayed that the bottom of the action plan list.
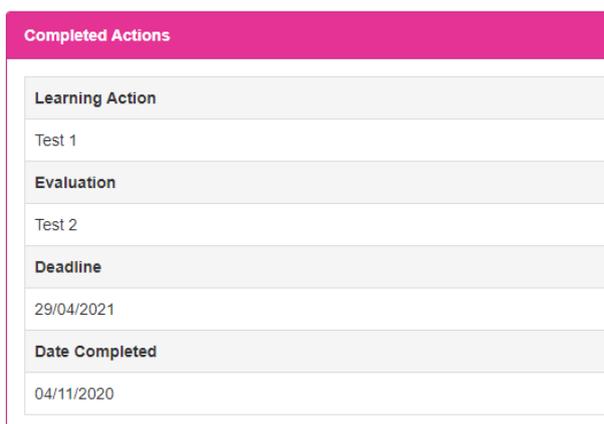
Within the **Learning Needs area,** the task icon for the completed task will change to a blue icon.

1. Professional practice [click to toggle]		
Leads on the delivery of complex pharmaceutical care in dynamic and uncertain environments across boundaries.	1.1 Possesses in-depth pharmaceutical knowledge and skills in defined clinical area(s); can apply these to manage individual patients and/or patient populations requiring the most complex pharmaceutical care. ☑
	1.2 Influences the delivery and quality assurance of clinical services across boundaries. ☑
	1.3 Demonstrates effective critical thinking, clinical reasoning and decision making where there is uncertainty, competing and/or complex clinical issues.

4 – Supervised Learning Events (SLEs)

Supervised learning events 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 Obervation (TO)
- Patient Survey (PS)
- Multi-Source Feedback tool (MSF)

To start a new Supervised Learning Event, select the "**Supervised Learning Events**" navigation item in the sidebar menu.
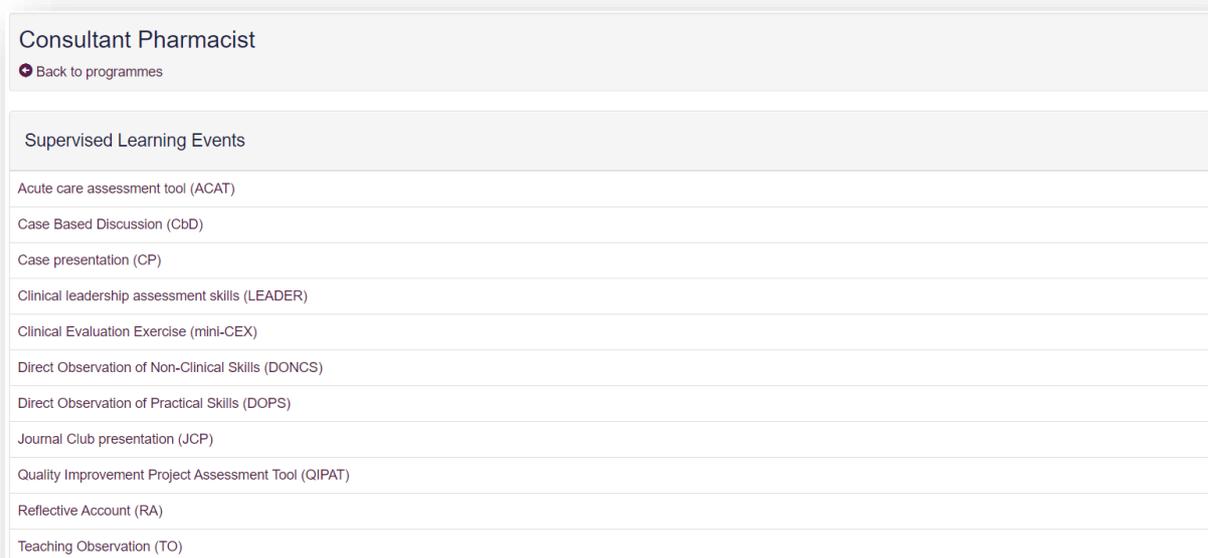
4.1 Acute care assessment tool (ACAT)

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.

4.1.1 Creating an ACAT

On the menu, select "**Supervised Learning Events"** then "**Acute care assessment tool (ACAT)**".
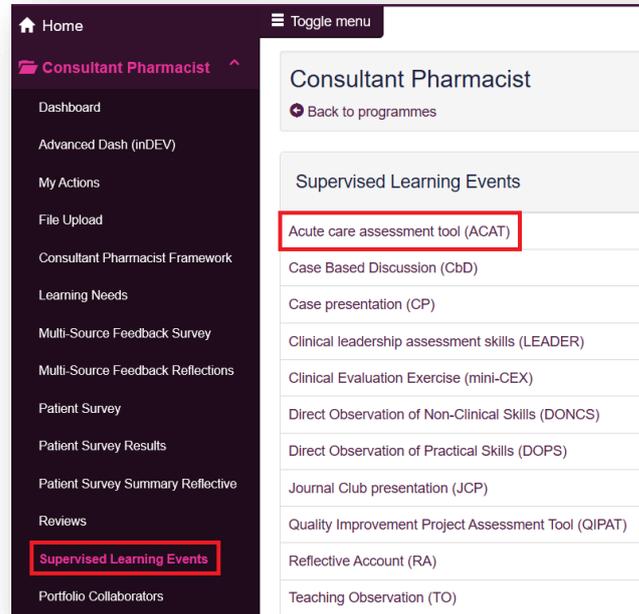
Select "**Start New**" to create a new record.

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.

Professionalism

	Below expected level of performance	Meets expected level of performance	Exceeds expected standard	Not Applicable
Is respectful, courteous, and professional in their approach to patients and others. Makes appropriate ethical decisions. *				

Professionalism Summary

Strengths *

> This section has not yet been completed.

Areas for development *

> This section has not yet been completed.

Communication and consultation skills

	Below expected level of performance	Meets expected level of performance	Exceeds expected standard	Not Applicable
Communicates using clear patient friendly language, establishes rapport. Explores patient's understanding of their clinical condition and beliefs including identifying and addressing patients' ideas, concerns and expectations. The patient is appropriately involved throughout the consultation. *				

You will also be given an overall rating.

Overall Rating

	Significantly below the level expected of an entry-level consultant pharmacist	Below, but working towards the level expected of an entry-level consultant pharmacist	At the level expected of an entry-level consultant pharmacist	Above the level expected of an entry-level consultant pharmacist
Based on your observation of this clinical episode, rate the overall competence at which the pharmacist has shown that they are performing *				

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.

Summary of Assessment

Other relevant comments or feedback

Agreed action(s)

Optional reflection

You will then need to select the learning outcomes that are relevant to the record. Select the "**Save Changes**" button to complete the record.

4.1.2 Reviewing an ACAT

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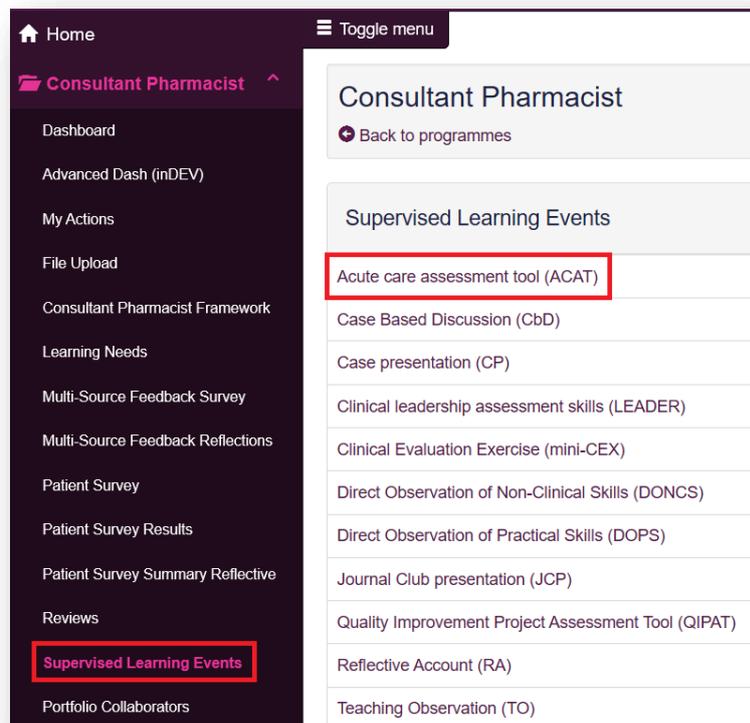
You can access already created ACATs by selecting the date the record was created.

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

4.2 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.

4.2.1 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.

Summary of case(s)

Summary of case(s) *

This section has not yet been completed.

Clinical setting *

This section has not yet been completed.

Level of Complexity

	Low	Medium	High
Level of complexity *			

Professionalism

	Below expected level of performance	Meets expected level of performance	Exceeds expected standard	Not Applicable
Makes appropriate ethical decisions. Adheres to appropriate guidelines. *				

Professionalism Summary

Strengths *

This section has not yet been completed.

Areas for development *

This section has not yet been completed.

Clinical Reasoning

	Below expected level of performance	Meets expected level of performance	Exceeds expected standard	Not Applicable
Takes a logical, appropriately thorough and focused history. Performs an appropriate physical and/or mental state examination, selecting and interpreting appropriate investigations. Makes an appropriate working diagnosis or decision. *				

Clinical Reasoning Summary

You will also be given an overall rating.

Overall Rating				
	Significantly below the level expected of an entry-level consultant pharmacist	Below, but working towards the level expected of an entry-level consultant pharmacist	At the level expected of an entry-level consultant pharmacist	Above the level expected of an entry-level consultant pharmacist
Based on your observation of this clinical episode, rate the overall competence at which the pharmacist has shown that they are performing *				

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.

Summary of Assessment

Other relevant comments or feedback

Agreed action(s)

Optional reflection

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)**".
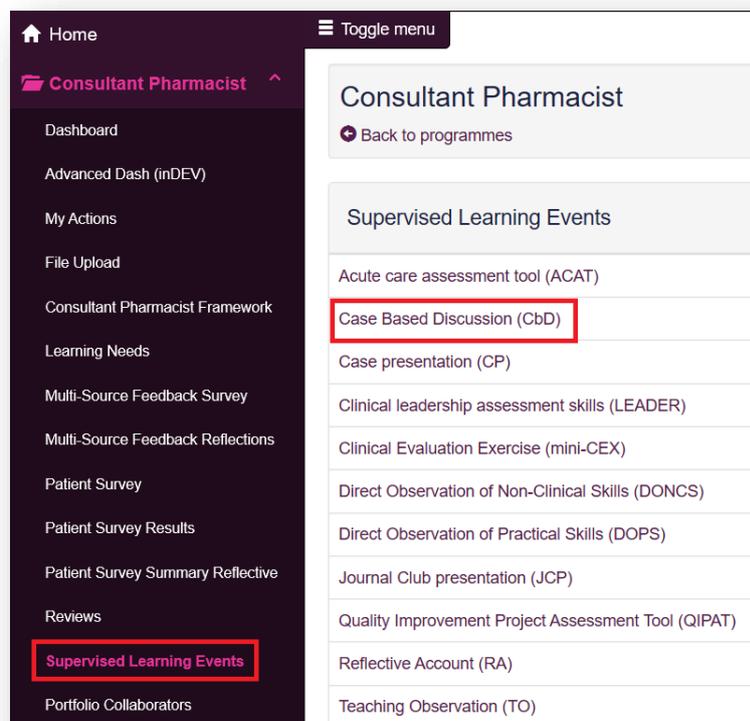
You can access already created CbDs by selecting the date the record was created.
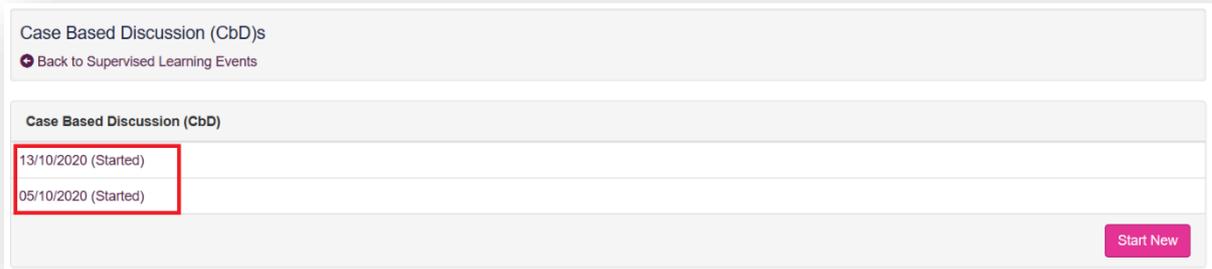

Once you are happy with the record you can click on "**Save Changes**" at the bottom of the page.

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)**".
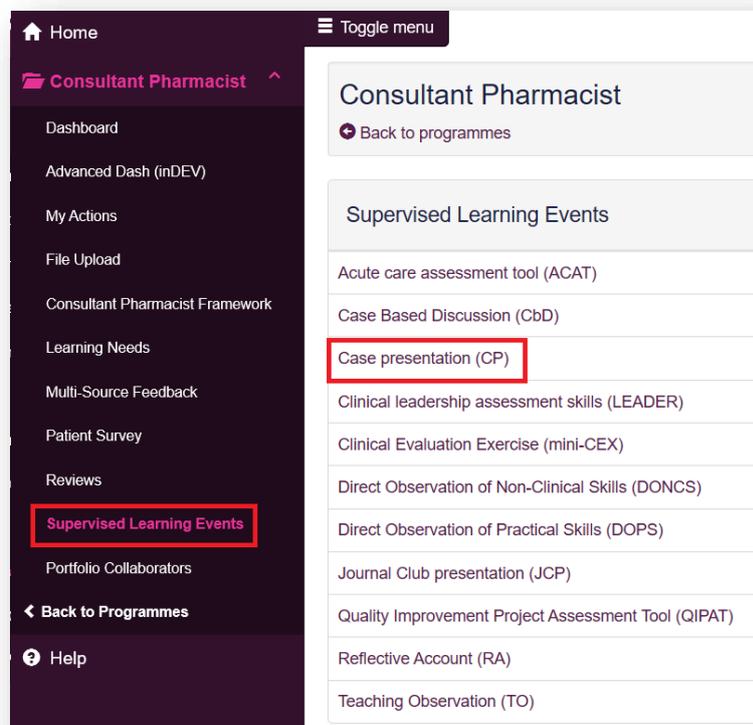
Select "**Start New**" to create a new record.

Case presentation (CP)s
⦿ Back to Supervised Learning Events

Case presentation (CP)
No existing records found.

Start New

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.

Summary of case

Summary of case(s) *

This section has not yet been completed.

Clinical setting *

This section has not yet been completed.

Level of Complexity			
	Low	Medium	High
Level of complexity *			

Professionalism				
	Below expected level of performance	Meets expected level of performance	Exceeds expected standard	Not Applicable
Makes appropriate ethical decisions. Adheres to appropriate guidelines. *				

Professionalism Summary

Strengths *

This section has not yet been completed.

Areas for development *

This section has not yet been completed.

Clinical Reasoning				
	Below expected level of performance	Meets expected level of performance	Exceeds expected standard	Not Applicable
Takes a logical, appropriately thorough and focused history. Performs an appropriate physical and/or mental state examination, selecting and interpreting appropriate investigations. Makes an appropriate working diagnosis or decision. *				

Clinical Reasoning Summary

You will also be given an overall rating.

Overall Rating				
	Significantly below the level expected of an entry-level consultant pharmacist	Below, but working towards the level expected of an entry-level consultant pharmacist	At the level expected of an entry-level consultant pharmacist	Above the level expected of an entry-level consultant pharmacist
Based on your observation of this clinical episode, rate the overall competence at which the pharmacist has shown that they are performing *				

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.

Summary of Assessment

Other relevant comments or feedback

Agreed action(s)

Optional reflection

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)**".
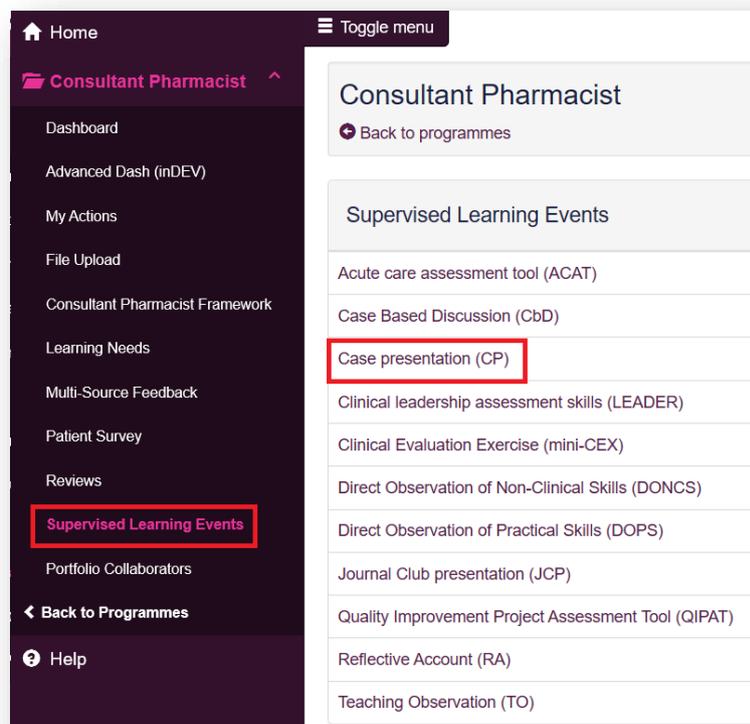
You can access already created CPs by selecting the date the record was created.

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)**".
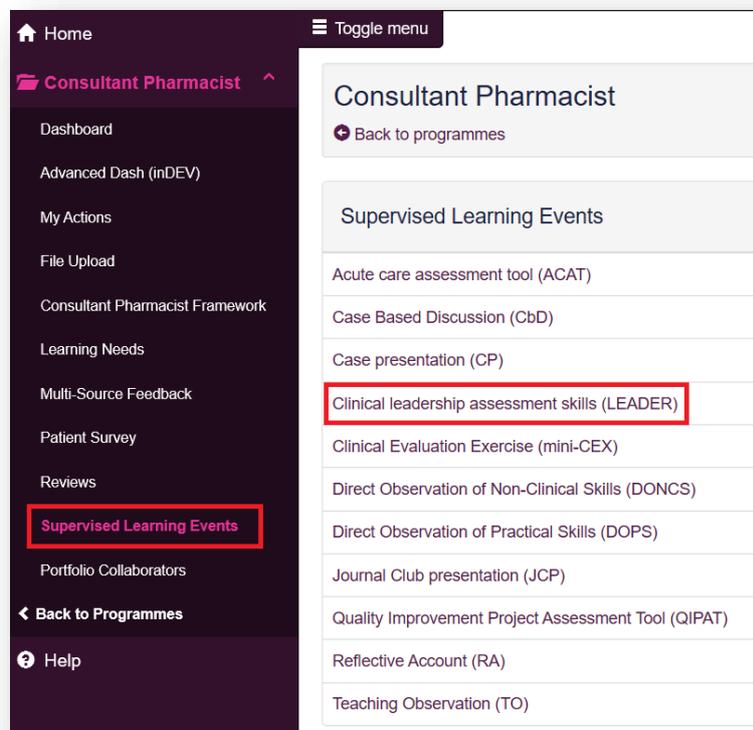
Select "**Start New**" to create a new record.

Clinical leadership assessment skills (LEADER)s
◀ Back to Supervised Learning Events

Clinical leadership assessment skills (LEADER)
No existing records found.

Start New

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.

Summary of case(s)

Summary of situation *

This section has not yet been completed.

LEADER Discussion

	Area for discussion	Summary of discussion
Leadership in a team *	Responsibilities and roles in team, managing performance, influencing senior colleagues, different leadership styles for different situations, anticipating & overcoming challenges.	*This section has not yet been completed.*
Effective services *	Delivering high-quality care across boundaries; constraints, targets, safety, risk management, governance, resource use and efficiency.	*This section has not yet been completed.*
Acting in a team *	Team working, respect for others, integrity, contribution to meetings, delegating or accepting work/responsibilities, conflict resolution.	*This section has not yet been completed.*
Direction setting *	Strategic leadership & decision making, judgement, influencing & implementing new practices/guidelines across boundaries, prioritisation.	*This section has not yet been completed.*
Enabling improvement *	Service benchmarks, audits, guidelines innovation, problem solving, managing change, incident and complaint feedback.	*This section has not yet been completed.*
Reflective practice *	Challenging ideas, taking a critical view, adapting and changing approach.	*This section has not yet been completed.*

You will also be given an overall rating.

Overall Rating

	Significantly below the level expected of an entry-level consultant pharmacist	Below, but working towards, the level expected of an entry-level consultant pharmacist	At the level expected of an entry-level consultant pharmacist	Above the level expected of an entry-level consultant pharmacist
Based on your observation, rate the overall competence at which the pharmacist has shown that they are performing *				

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.

Summary of Assessment

Strengths *

Areas for development *

Other relevant comments or feedback

Agreed action(s)

Optional reflection

You will then need to select the learning outcomes that are relevant to the record. Select the "**Save Changes**" button to complete the record.

Framework Mapping ❓

1. Professional practice

Leads on the delivery of complex pharmaceutical care in dynamic and uncertain environments across boundaries.

☑ 1.1 Possesses in-depth pharmaceutical knowledge and skills in defined clinical area(s); can apply these to manage individual patients and/or patient populations requiring the most complex pharmaceutical care.

☑ 1.2 Influences the delivery and quality assurance of clinical services across boundaries.[2]

☑ 1.3 Demonstrates effective critical thinking, clinical reasoning and decision making where there is uncertainty, competing and/or complex clinical issues.

Shapes and implements regional and national policy and strategy in their area of clinical practice.

☐ 1.4 Implements regional and national policy and/or strategy at their level of influence within their area of clinical practice.

☐ 1.5 Translates expertise and research into the creation of new policy influencing practice beyond their organisation, demonstrably improving patient care.

2. Communication and collaborative working

Demonstrates high level communication and collaboration skills; able to communicate complex information to stakeholders in challenging environments to promote a collaborative approach across the healthcare system.

☑ 2.1 Communicates highly complex, sensitive or contentious information to inform and influence senior pharmacy and non-pharmacy stakeholders from across the healthcare system; promotes a collaborative approach working across boundaries.

☐ 2.2 Effectively communicates with patients and colleagues in highly challenging and/or hostile environments; manages the situation collaboratively to resolution.

3. Leadership & management

Leads on the strategic vision for implementing and innovating service delivery beyond their organisation; manages service change effectively to deliver demonstrable improvements to patients care.

☑ 3.1 Creates and embeds a shared strategic vision for service delivery within their organisation and beyond; relates goals and actions to wider strategic aims of the organisation, profession and healthcare system.

☐ 3.2 Leads on innovation and improvement to service delivery at organisational level and beyond; manages change effectively to achieve demonstrable improvement(s) to patient care

Save Changes

4.4.2 Reviewing a LEADER

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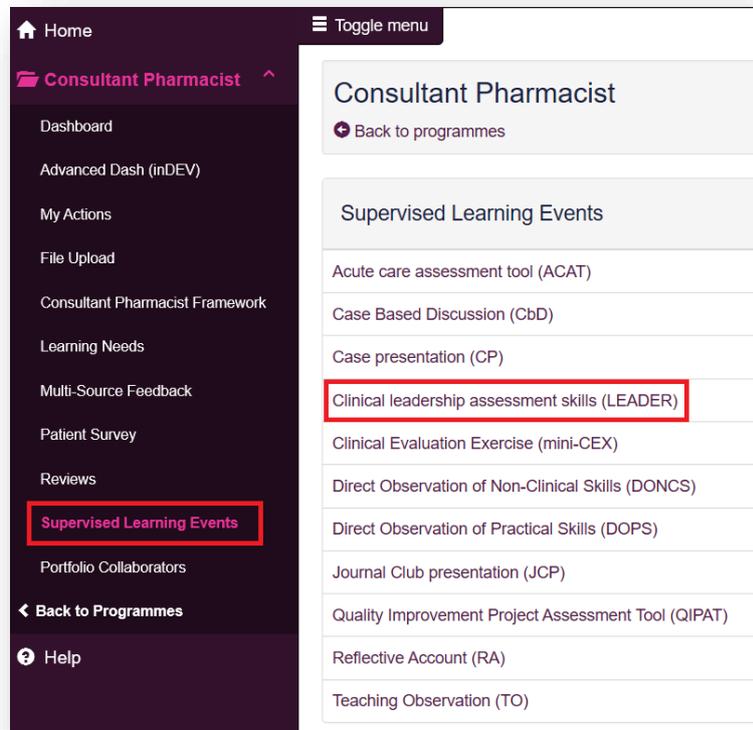
You can access already created LEADERs by selecting the date the record was created.

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.

Professionalism

	Below expected level of performance	Meets expected level of performance	Exceeds expected standard	Not Applicable
Is respectful, courteous, and professional in their approach to patients and others. Makes appropriate ethical decisions. *				

Professionalism Summary

Strengths *

This section has not yet been completed.

Areas for development *

This section has not yet been completed.

Communication and consultation skills

	Below expected level of performance	Meets expected level of performance	Exceeds expected standard	Not Applicable
Communicates using clear patient friendly language, establishes rapport. Explores patient's understanding of their clinical condition and beliefs including identifying and addressing patients' ideas, concerns and expectations. The patient is appropriately involved throughout the consultation. *				

You will also be given an overall rating.

Overall Rating

	Significantly below the level expected of an entry-level consultant pharmacist	Below, but working towards the level expected of an entry-level consultant pharmacist	At the level expected of an entry-level consultant pharmacist	Above the level expected of an entry-level consultant pharmacist
Based on your observation of this clinical episode, rate the overall competence at which the pharmacist has shown that they are performing *				

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.

Summary of Assessment

Other relevant comments or feedback

Agreed action(s)

Optional reflection

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)**".
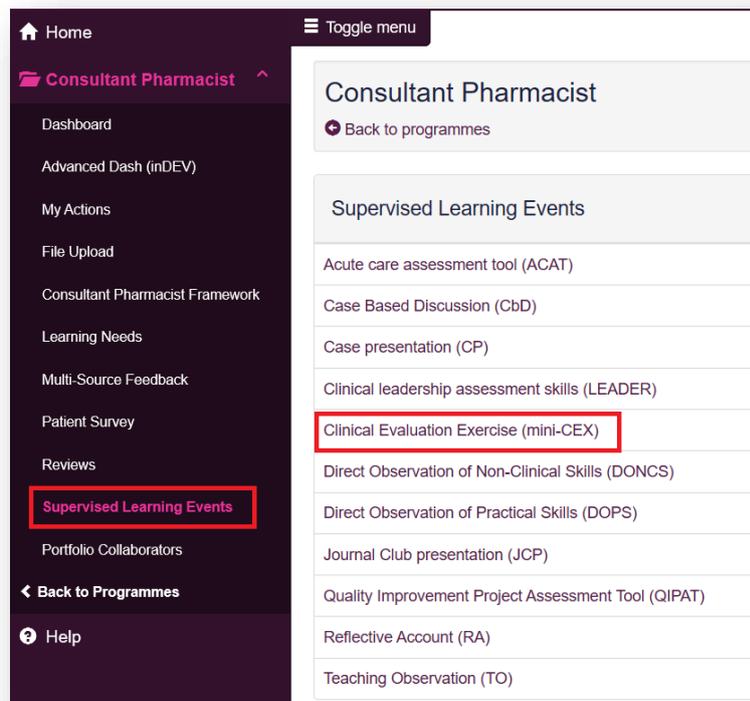
You can access already created mini-CEXs by selecting the date the record was created.
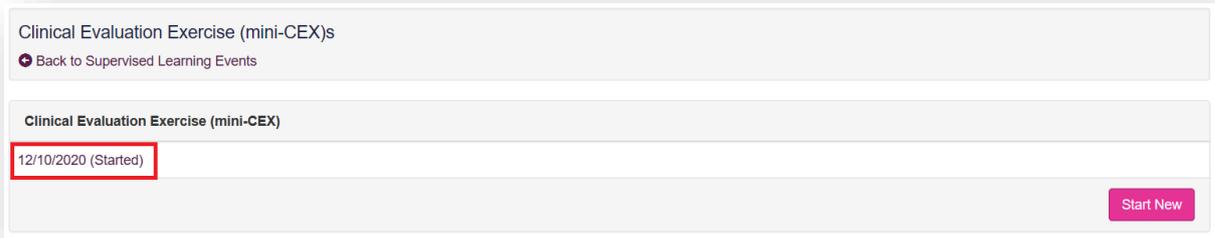
Once you are happy with the record you can click on "**Save Changes"** at the bottom of the page.

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)**".
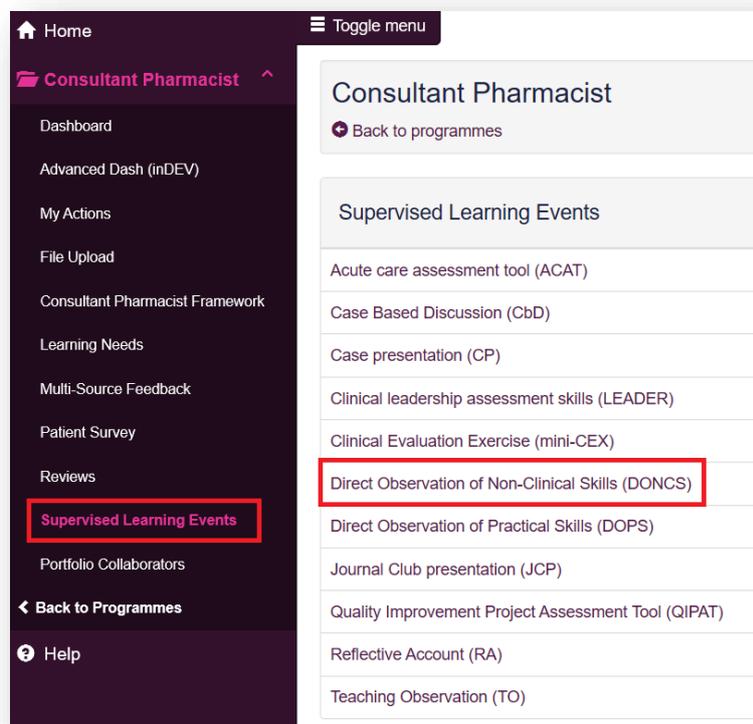
Select "**Start New**" to create a new record.

Direct Observation of Non-Clinical Skills (DONCS)s
⬤ Back to Supervised Learning Events

Direct Observation of Non-Clinical Skills (DONCS)
No existing records found.

Start New

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.

Scenario

| Brief summary of scenario *	
Description of non-clinical skill(s) being observed *	
Relevant domain(s) *	☐ Professional practice ☐ Communication & collaborative working ☐ Leadership & management ☐ Education ☐ Research

You will also be given an overall rating.

Overall Rating

	Significantly below the level expected of an entry-level consultant pharmacist	Below, but working towards, the level expected of an entry-level consultant pharmacist	At the level expected of an entry-level consultant pharmacist	Above the level expected of an entry-level consultant pharmacist
Based on your observation of this scenario, rate the level *				

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.

Summary of Assessment

Strengths *

Areas for development *

Agreed action(s): *

Optional reflection:

You will then need to select the learning outcomes that are relevant to the record. Select the "**Save Changes**" button to complete the record.

Framework Mapping ❓

1. Professional practice

Leads on the delivery of complex pharmaceutical care in dynamic and uncertain environments across boundaries.

☑ 1.1 Possesses in-depth pharmaceutical knowledge and skills in defined clinical area(s); can apply these to manage individual patients and/or patient populations requiring the most complex pharmaceutical care.

☑ 1.2 Influences the delivery and quality assurance of clinical services across boundaries.[2]

☑ 1.3 Demonstrates effective critical thinking, clinical reasoning and decision making where there is uncertainty, competing and/or complex clinical issues.

Shapes and implements regional and national policy and strategy in their area of clinical practice.

☐ 1.4 Implements regional and national policy and/or strategy at their level of influence within their area of clinical practice.

☐ 1.5 Translates expertise and research into the creation of new policy influencing practice beyond their organisation. demonstrably improving patient care.

2. Communication and collaborative working

Demonstrates high level communication and collaboration skills; able to communicate complex information to stakeholders in challenging environments to promote a collaborative approach across the healthcare system.

☑ 2.1 Communicates highly complex, sensitive or contentious information to inform and influence senior pharmacy and non-pharmacy stakeholders from across the healthcare system; promotes a collaborative approach working across boundaries.

☐ 2.2 Effectively communicates with patients and colleagues in highly challenging and/or hostile environments; manages the situation collaboratively to resolution.

3. Leadership & management

Leads on the strategic vision for implementing and innovating service delivery beyond their organisation; manages service change effectively to deliver demonstrable improvements to patients care.

☑ 3.1 Creates and embeds a shared strategic vision for service delivery within their organisation and beyond; relates goals and actions to wider strategic aims of the organisation, profession and healthcare system.

☐ 3.2 Leads on innovation and improvement to service delivery at organisational level and beyond; manages change effectively to achieve demonstrable improvement(s) to patient care

Save Changes

4.6.2 Reviewing a DONCS

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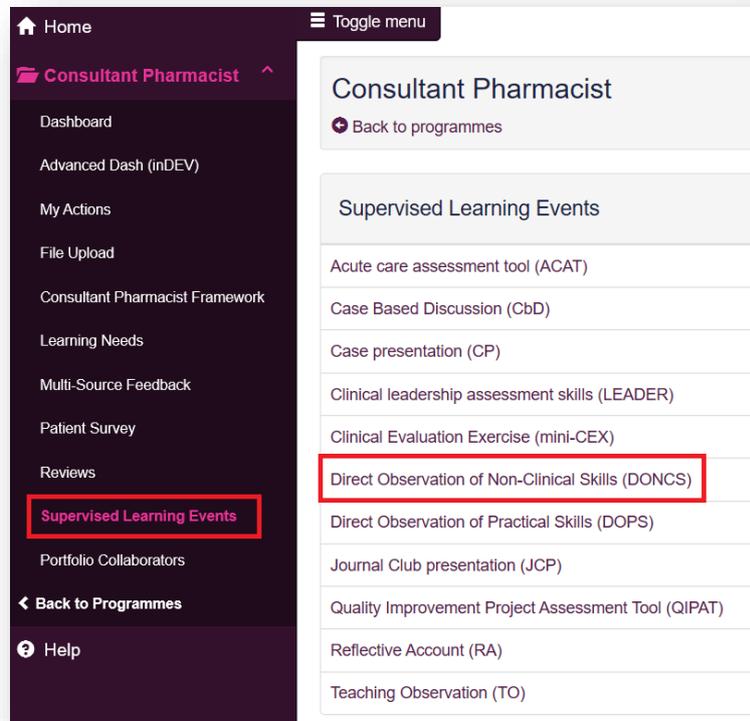
You can access already created DONCSs by selecting the date the record was created.

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.

Knowledge, Skill, Experience or Behaviour ❓	Below expected level of performance	Meets expected level of performance	Exceeds expected level of performance	Not Applicable
Demonstrates understanding of indications, relevant anatomy, technique of procedure *				
Obtains informed consent *				
Demonstrates appropriate preparation pre-procedure *				
Technical ability *				
Seeks help where appropriate *				
Post procedure management *				
Communication skills *				
Consideration of patient/professionalism *				

You will also be given an overall rating.

Overall Rating ❓	Unable to perform procedure	Able to perform the procedure under direct supervision/assistance	Able to perform the procedure with limited supervision/assistance	Competent to perform the procedure unsupervised and deal with complications
Based on your observation of this procedure, rate the level of independent practice the pharmacist has shown for this procedure *				

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.

Summary of Assessment

Which aspects of the encounter were done well? *

Suggested areas for improvement *

Agreed action(s): *

Optional reflection:

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)**".
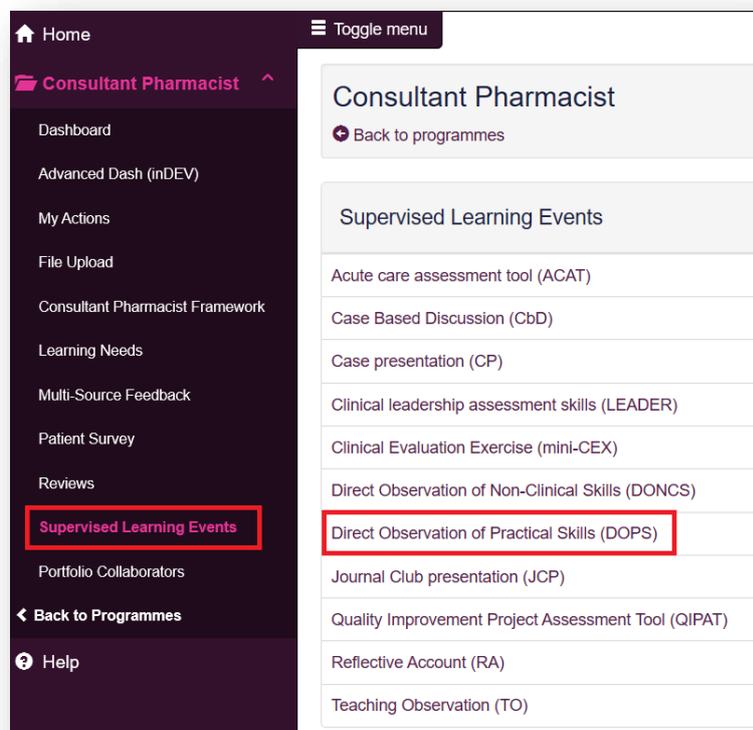
You can access already created DOPSs by selecting the date the record was created.

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)**".
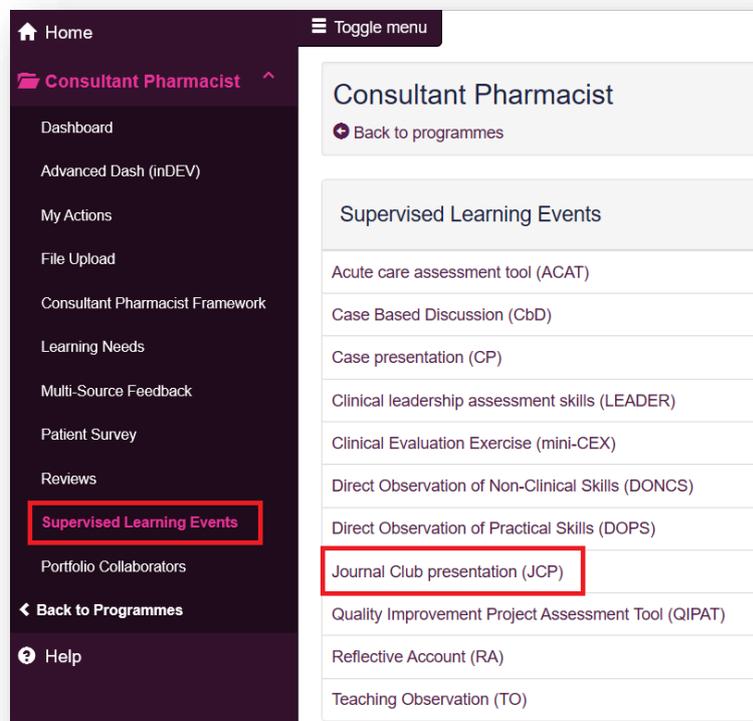
Select "**Start New**" to create a new record.

Journal Club presentation (JCP)s
⊕ Back to Supervised Learning Events

Journal Club presentation (JCP)
No existing records found.

Start New

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.

Summary of case(s)

Summary of case(s) *

This section has not yet been completed.

Clinical setting *

This section has not yet been completed.

Level of Complexity			
	Low	Medium	High
Level of complexity *			

Introduces the topic	Below expected level of performance	Meets expected level of performance	Exceeds expected standard	Not Applicable
Describes the background to the topic, the rational for and clinical relevance of the study question, and a summary of existing literature *				

Professionalism Summary

Strengths *

This section has not yet been completed.

Areas for development *

This section has not yet been completed.

Study methodology and results	Below expected level of performance	Meets expected level of performance	Exceeds expected standard	Not Applicable
Clearly describes the aim, study population including inclusion/exclusion criteria, the intervention, outcomes and statistical analysis (as appropriate to study design) *				

Clinical Reasoning Summary

Strengths *

This section has not yet been completed.

Areas for development *

This section has not yet been completed.

You will also be given an overall rating.

Overall Rating	Significantly below the level expected of an entry-level consultant pharmacist	Below, but working towards, the level expected of an entry-level consultant pharmacist	At the level expected of an entry-level consultant pharmacist	Above the level expected of an entry-level consultant pharmacist
Based on your observation of this presentation, rate the overall competence at which the pharmacist has shown that they are performing *				

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.

Summary of Assessment

Other relevant comments or feedback

Agreed action(s)

Optional reflection

You will then need to select the learning outcomes that are relevant to the record. Select the "**Save Changes**" button to complete the record.

Framework Mapping ❓

1. Professional practice
   Leads on the delivery of complex pharmaceutical care in dynamic and uncertain environments across boundaries.
   - ☑ 1.1 Possesses in-depth pharmaceutical knowledge and skills in defined clinical area(s); can apply these to manage individual patients and/or patient populations requiring the most complex pharmaceutical care.
   - ☑ 1.2 Influences the delivery and quality assurance of clinical services across boundaries.[2]
   - ☑ 1.3 Demonstrates effective critical thinking, clinical reasoning and decision making where there is uncertainty, competing and/or complex clinical issues.
   Shapes and implements regional and national policy and strategy in their area of clinical practice.
   - ☐ 1.4 Implements regional and national policy and/or strategy at their level of influence within their area of clinical practice.
   - ☐ 1.5 Translates expertise and research into the creation of new policy influencing practice beyond their organisation. demonstrably improving patient care.

2. Communication and collaborative working
   Demonstrates high level communication and collaboration skills; able to communicate complex information to stakeholders in challenging environments to promote a collaborative approach across the healthcare system.
   - ☑ 2.1 Communicates highly complex, sensitive or contentious information to inform and influence senior pharmacy and non-pharmacy stakeholders from across the healthcare system; promotes a collaborative approach working across boundaries.
   - ☐ 2.2 Effectively communicates with patients and colleagues in highly challenging and/or hostile environments; manages the situation collaboratively to resolution.

3. Leadership & management
   Leads on the strategic vision for implementing and innovating service delivery beyond their organisation; manages service change effectively to deliver demonstrable improvements to patients care.
   - ☑ 3.1 Creates and embeds a shared strategic vision for service delivery within their organisation and beyond; relates goals and actions to wider strategic aims of the organisation, profession and healthcare system.
   - ☐ 3.2 Leads on innovation and improvement to service delivery at organisational level and beyond; manages change effectively to achieve demonstrable improvement(s) to patient care

Save Changes

4.8.2 Reviewing a JCP

On the menu select "**Supervised Learning Events**" then "**Journal Club presentation (JCP)**".
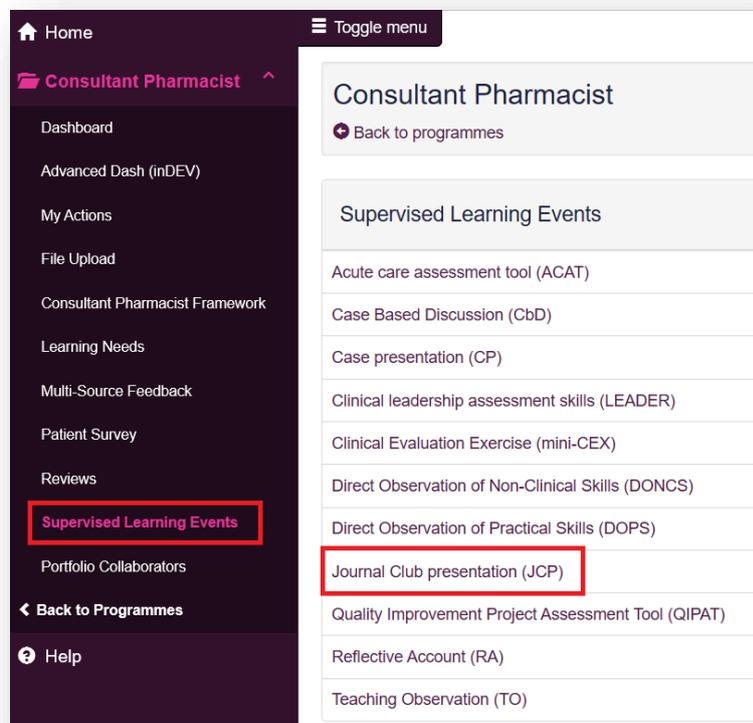
You can access already created JCPs by selecting the date the record was created.

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)**".
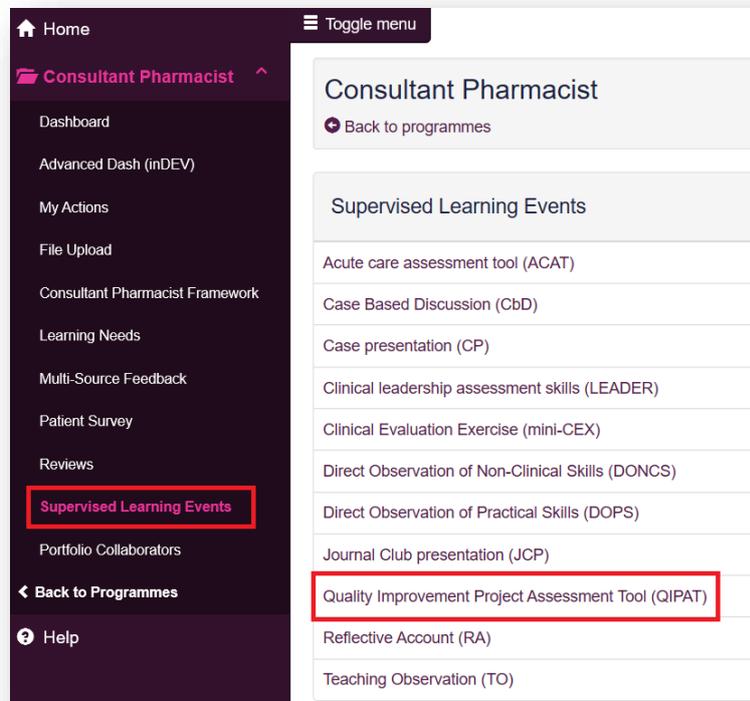
Select "**Start New**" to create a new record.

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.

Format of QIP

	Presentation	Written report
Format of QIP *		

Summary of Assessment

Title or brief description of QIP *

This section has not yet been completed.

Procedure Level of Complexity

	Low	Medium	High
Level of Capacity *			

QIP

	Below expected level of performance	Meets expected level of performance	Exceeds expected level of performance	Not Applicable
QIP Topic *				
Quality Improvement measures identified *				
Effective use of QIP methodology demonstrated *				
Implementation plan for service improvement *				
Approach to evaluating change as a result *				
Future application of QIP *				
Presentation and communication skills *				
Professionalism *				

You will also be given an overall rating.

Overall Rating ❓

	Below the level expected of an entry-level consultant pharmacist in this clinical specialty	At the level expected of an entry-level consultant pharmacist in this clinical specialty	Above the level expected of an entry-level consultant pharmacist in this clinical specialty
Based on this observation please rate the level of overall quality of Quality Improvement Project (QIP) shown: *			

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.

Summary of Assessment

Which aspects of the encounter were done well? *

Suggested areas for improvement *

Agreed action(s): *

Optional reflection:

You will then need to select the learning outcomes that are relevant to the record. Select the "**Save Changes**" button to complete the record.

Framework Mapping ?

1. Professional practice

Leads on the delivery of complex pharmaceutical care in dynamic and uncertain environments across boundaries.

☑ 1.1 Possesses in-depth pharmaceutical knowledge and skills in defined clinical area(s); can apply these to manage individual patients and/or patient populations requiring the most complex pharmaceutical care.

☑ 1.2 Influences the delivery and quality assurance of clinical services across boundaries.[2]

☑ 1.3 Demonstrates effective critical thinking, clinical reasoning and decision making where there is uncertainty, competing and/or complex clinical issues.

Shapes and implements regional and national policy and strategy in their area of clinical practice.

☐ 1.4 Implements regional and national policy and/or strategy at their level of influence within their area of clinical practice.

☐ 1.5 Translates expertise and research into the creation of new policy influencing practice beyond their organisation. demonstrably improving patient care.

2. Communication and collaborative working

Demonstrates high level communication and collaboration skills; able to communicate complex information to stakeholders in challenging environments to promote a collaborative approach across the healthcare system.

☑ 2.1 Communicates highly complex, sensitive or contentious information to inform and influence senior pharmacy and non-pharmacy stakeholders from across the healthcare system; promotes a collaborative approach working across boundaries.

☐ 2.2 Effectively communicates with patients and colleagues in highly challenging and/or hostile environments; manages the situation collaboratively to resolution.

3. Leadership & management

Leads on the strategic vision for implementing and innovating service delivery beyond their organisation; manages service change effectively to deliver demonstrable improvements to patients care.

☑ 3.1 Creates and embeds a shared strategic vision for service delivery within their organisation and beyond; relates goals and actions to wider strategic aims of the organisation, profession and healthcare system.

☐ 3.2 Leads on innovation and improvement to service delivery at organisational level and beyond; manages change effectively to achieve demonstrable improvement(s) to patient care

Save Changes

4.9.2 Reviewing a QIPAT

On the menu select "**Supervised Learning Events**" then "**Quality Improvement Project Assessment Tool (QIPAT)**".
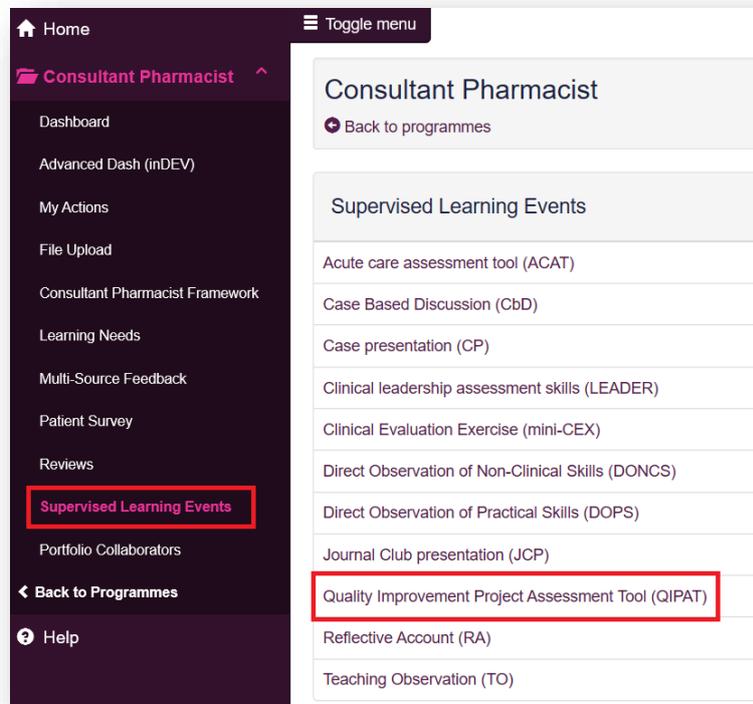
You can access already created QIPATs by selecting the date the record was created.


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)**".
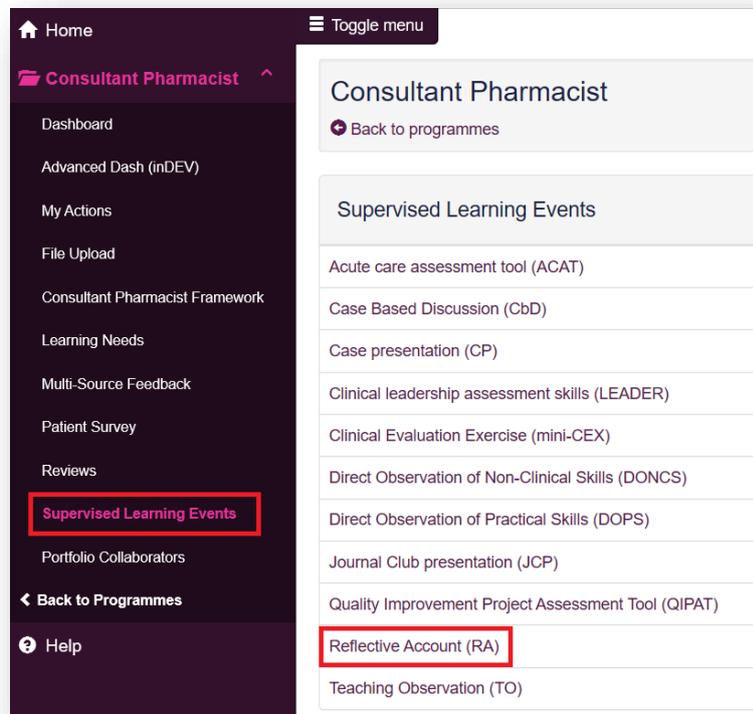
Select "**Start New**" to create a new record.

This will then take you to a page where you complete sections that are relevant to your experience.

Description

Briefly outline the experience. This should be a factual account of what happened. *

This section has not yet been completed.

Feelings

Explain your feeling and thoughts at the time of the event giving examples which directly reference the experience. *

This section has not yet been completed.

Evaluation

Describe what you think went well and what did not go so well. *

This section has not yet been completed.

Analysis

Analyse the experience. Why do you think the experience played out as it did? If you can, try to refer to any relevant literature or research to help make sense of the experience. *

This section has not yet been completed.

You will then need to select the learning outcomes that are relevant to the record. Select the "**Save Changes**" button to complete the record.

Framework Mapping ❓

1. Professional practice

Leads on the delivery of complex pharmaceutical care in dynamic and uncertain environments across boundaries.

☑ 1.1 Possesses in-depth pharmaceutical knowledge and skills in defined clinical area(s); can apply these to manage individual patients and/or patient populations requiring the most complex pharmaceutical care.

☑ 1.2 Influences the delivery and quality assurance of clinical services across boundaries.[2]

☑ 1.3 Demonstrates effective critical thinking, clinical reasoning and decision making where there is uncertainty, competing and/or complex clinical issues.

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☐ 1.4 Implements regional and national policy and/or strategy at their level of influence within their area of clinical practice.

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2. Communication and collaborative working

Demonstrates high level communication and collaboration skills; able to communicate complex information to stakeholders in challenging environments to promote a collaborative approach across the healthcare system.

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☐ 2.2 Effectively communicates with patients and colleagues in highly challenging and/or hostile environments; manages the situation collaboratively to resolution.

3. Leadership & management

Leads on the strategic vision for implementing and innovating service delivery beyond their organisation; manages service change effectively to deliver demonstrable improvements to patients care.

☑ 3.1 Creates and embeds a shared strategic vision for service delivery within their organisation and beyond; relates goals and actions to wider strategic aims of the organisation, profession and healthcare system.

☐ 3.2 Leads on innovation and improvement to service delivery at organisational level and beyond; manages change effectively to achieve demonstrable improvement(s) to patient care

Save Changes

4.10.2 Reviewing a RA

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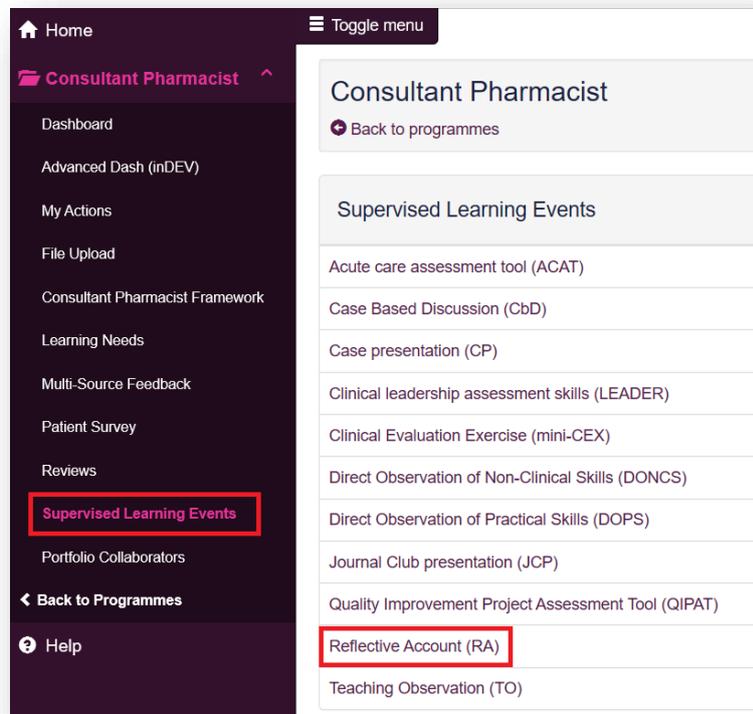
You can access already created RAs by selecting the date the record was created.

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

4.11 Teaching Obervation (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.

Observations

	Below expected level of performance	Meets expected level of performance	Exceeds expected standard	Not Applicable
Establishes appropriate learning environment with clear educational objectives *				
Uses subject expertise to provide effective learning opportunities *				
Content is appropriate to the level and needs of learners *				
Content is logically sequenced *				
Communicates effectively with learners *				
Demonstrates effective questioning skills *				
Promotes active learner participation *				
Uses appropriate and effective resources to support learning *				
Provides explicit, detailed and constructive feedback to learners *				
Demonstrates effective time management; well-paced and keeps to time *				

You will also be given an overall rating.

Overall Rating

	Below the level expected of an entry-level consultant pharmacist in this clinical specialty	At the level expected of an entry-level consultant pharmacist in this clinical specialty	Above the level expected of an entry-level consultant pharmacist in this clinical specialty
Based on this observation please rate the level of overall quality of teaching shown *			

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.

Summary of Assessment

Which aspects of the session were done well? *

Suggested areas for improvement? *

Agreed action(s)

Optional reflection

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**".
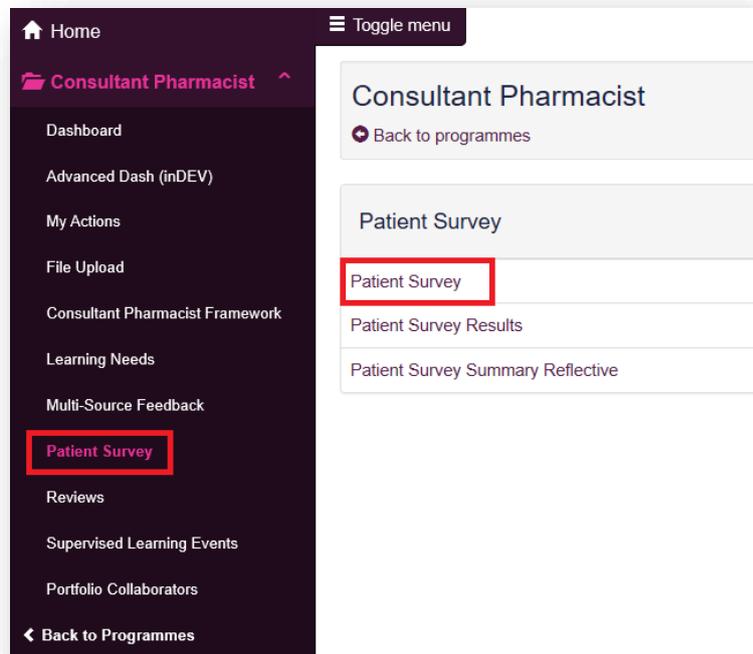
Select "**Add New Patient**" to create a new record.

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)**
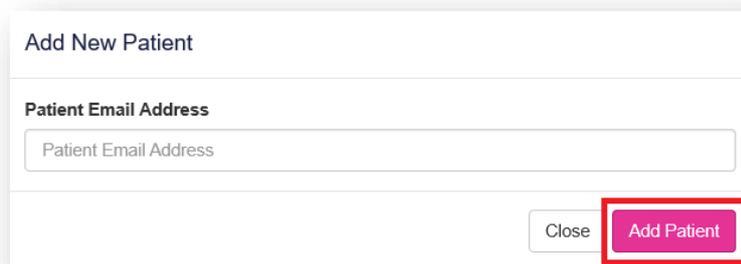
This will add the patient to your list shown under **"Status"** as **"Added"**. Select the envelope symbol which sends an invitation email to the patient.
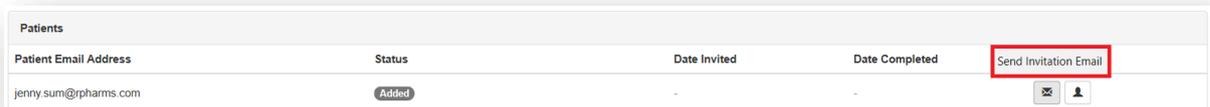
The patient **"Status"** will then change to **"Invited"** with a date under **"Date Invited"**. At any point you can also re-send the invitation email by selecting the refresh symbol , if your patient cannot find the email.
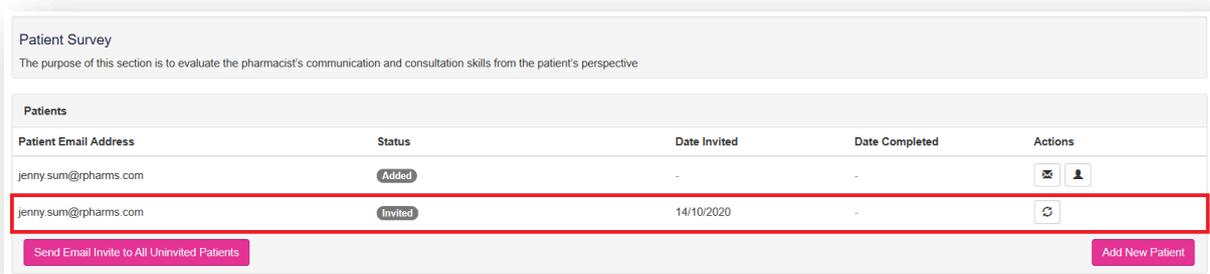
4.12.2 Questionnaire

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.

Patient Survey for Learner

We would be grateful if you would complete the questionnaire about your consultation with the pharmacist today. The pharmacist that you have seen is a fully qualified pharmacist who is working towards becoming a consultant pharmacist.

Feedback from you in this survey will enable them to identify areas that may need improvement. Your opinions are therefore very valuable. Please answer all the questions below honestly. There are no right or wrong answers and the pharmacist will not be able to identify your individual responses.

Please rate the pharmacist based on the following:

1. Making you feel at ease

○ Poor to Fair   ○ Fair   ○ Good   ○ Excellent

2. Letting you explain things

○ Poor to Fair   ○ Fair   ○ Good   ○ Excellent

3. Really listening to what you had to say

○ Poor to Fair   ○ Fair   ○ Good   ○ Excellent

4. Being interested in you as a person

○ Poor to Fair   ○ Fair   ○ Good   ○ Excellent

5. Fully understanding your worries and concerns

○ Poor to Fair   ○ Fair   ○ Good   ○ Excellent

6. Showing care and compassion to your situation

○ Poor to Fair   ○ Fair   ○ Good   ○ Excellent

7. Being positive

○ Poor to Fair   ○ Fair   ○ Good   ○ Excellent

8. Explaining things clearly

○ Poor to Fair   ○ Fair   ○ Good   ○ Excellent

9. Helping you to feel in control of your health

○ Poor to Fair   ○ Fair   ○ Good   ○ Excellent

10. Making a plan of action with you

○ Poor to Fair   ○ Fair   ○ Good   ○ Excellent

11. Overall, how would you rate your consultation with this pharmacist today?

○ Poor to Fair   ○ Fair   ○ Good   ○ Excellent

Complete Survey

After the patient completes the survey, they will see the following page.
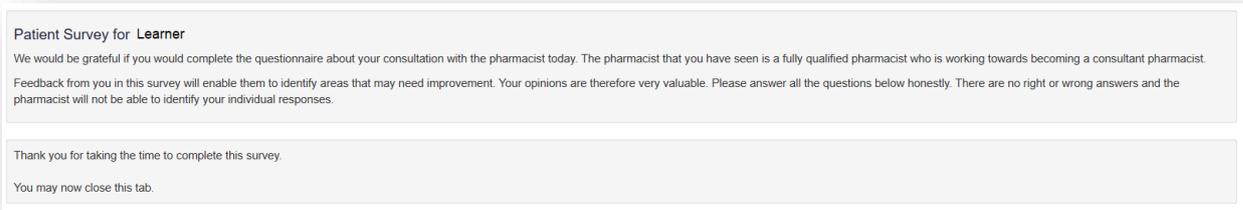
From your end, the patient's **"Status"** will then change to **"Completed"** with a date under **"Date Completed"**. You can select the folder symbol to view the patient's feedback.

4.12.3 Patient Survey Results

On the sidebar menu, select "**Patient Survey**" then again "**Patient Survey Results**".
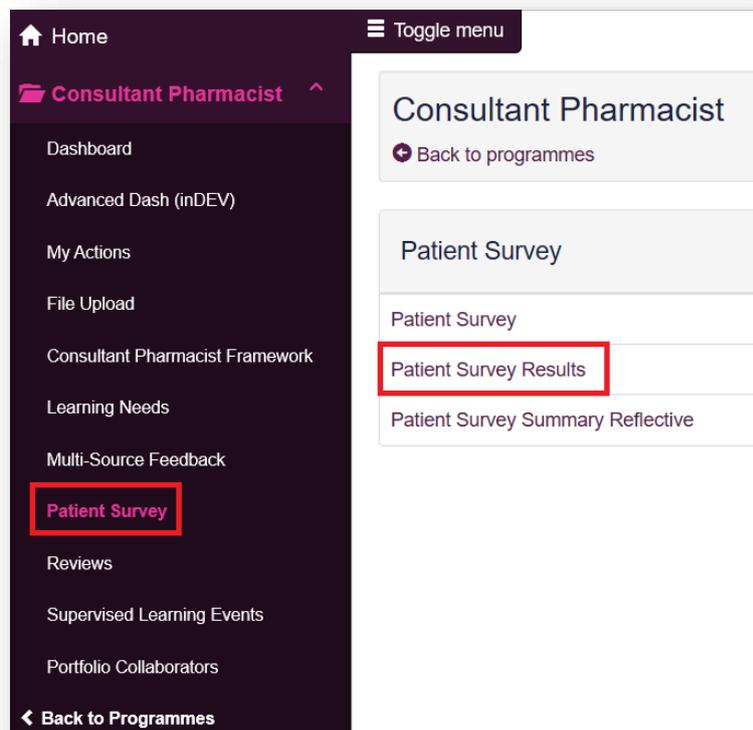
The Patient Survey Results page provides an overview of areas that you did well and areas that may need improvement.

TIP: You can click on the keys to filter
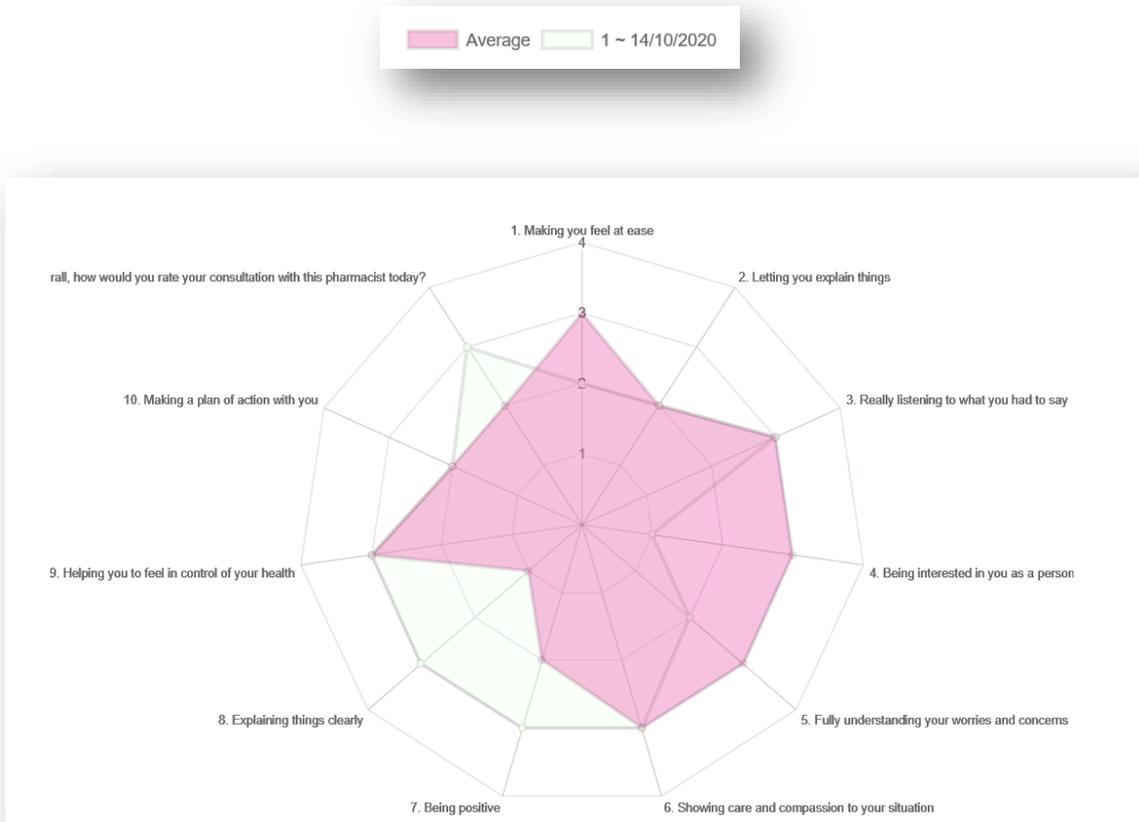
4.12.4 Patient Survey Summary Reflective

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**".
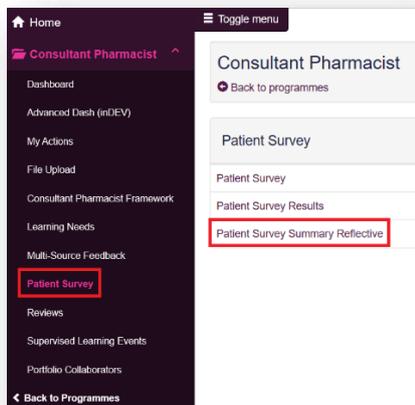
Select "**Add new Patient survey summary reflective**" to create a new record.

Complete the reflection page and select **"Save and continue"**.
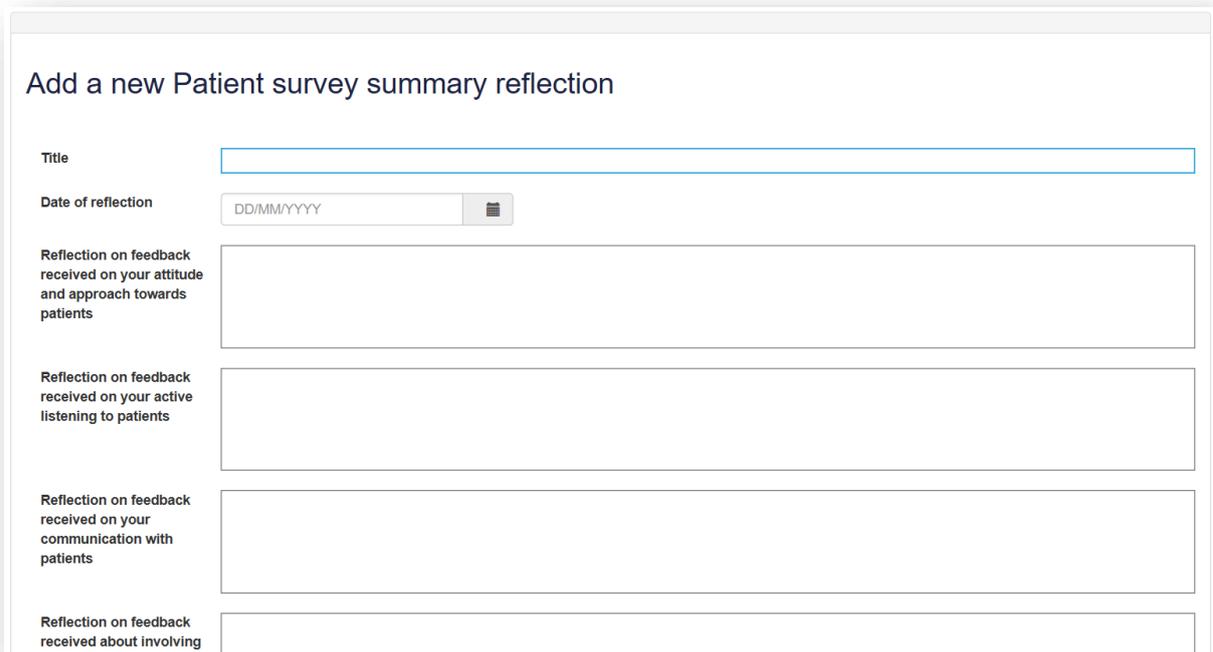
You have the option to select the relevant competencies. Remember to select "**Save and continue**". You also have the option to "**Skip**".

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"**.
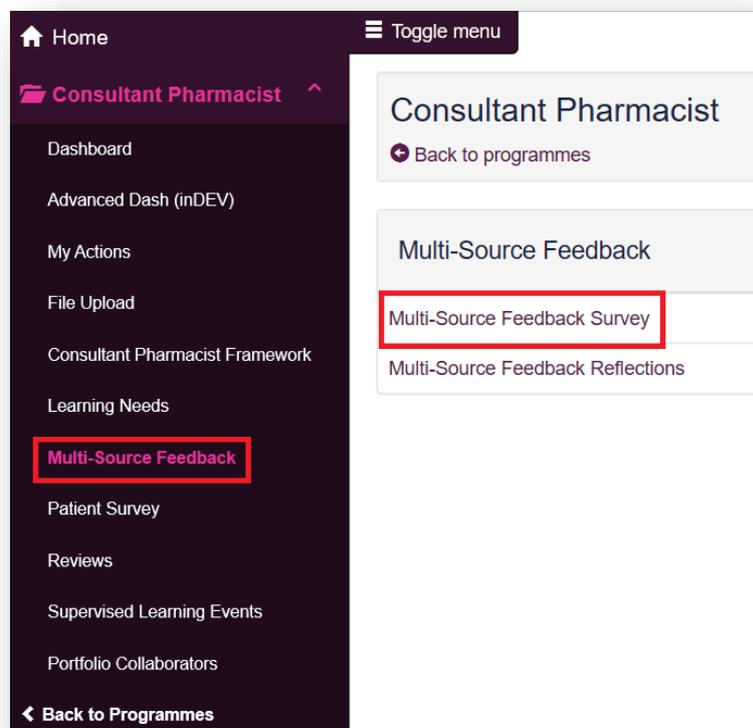
Select the relevant domain.

Multi-Source Feedback Survey
Domain 1 - Professional (Clinical) Practice
Domain 2 - Communication & Collaboration
Domain 3 - Leadership & Management
Domain 4 - Education
Domain 5 - Research

Select "**Start New**" to create a new record.

Domain 1 - Professional (Clinical) Practices
⊖ Back to Multi-Source Feedback Survey

Domain 1 - Professional (Clinical) Practice

No existing records found.

🔗 [Start New]

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.

Domain 1 - Professional (Clinical) Practice Overview [click to toggle]

Collaborator Details Survey

Collaborator email *	

Collaborator role *

- ☐ Medical consultant   ☐ Medical registrar   ☐ Foundation doctor
- ☐ GP   ☐ Consultant nurse   ☐ Advanced nurse
- ☐ Nurse   ☐ Chief pharmacist   ☐ Consultant pharmacist
- ☐ Advanced pharmacist   ☐ Pharmacist   ☐ Pharmacy technician
- ☐ Other consultant AHP   ☐ Other advanced AHP   ☐ Other AHP
- ☐ Non-clinical manager   ☐ Non-clinical administration   ☐ Academic
- ☐ Education & training professional   ☐ Other

I can confirm I have received appropriate training and have the appropriate experience to complete this assessment. I confirm I have completed the assessment objectively and independently *
○ Yes
○ No

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.
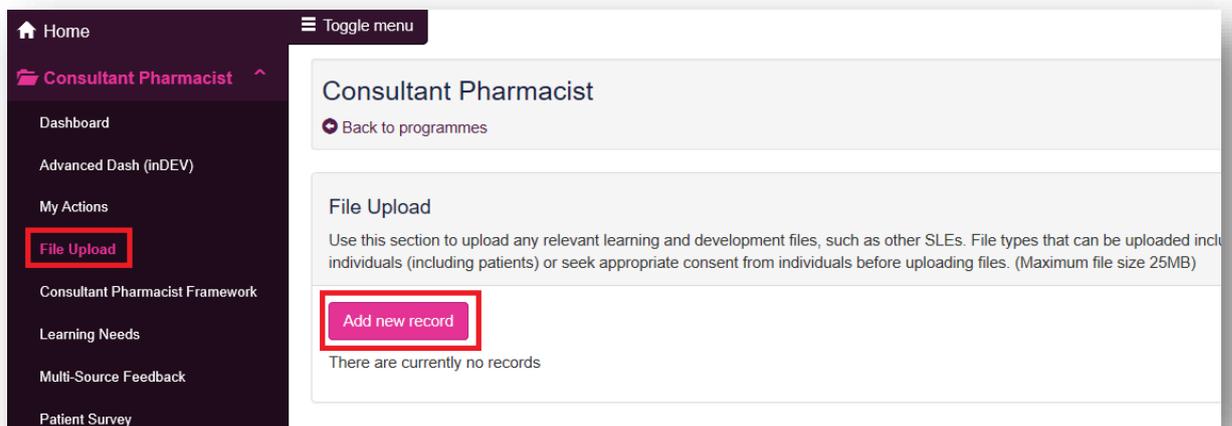
The first step is to create a title for the record and a description of what the record will be. Once you have inserted the details select "**Save and continue**" to progress.

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 – Action plan

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 action plan

Select the "**My Actions**" option in the sidebar menu.
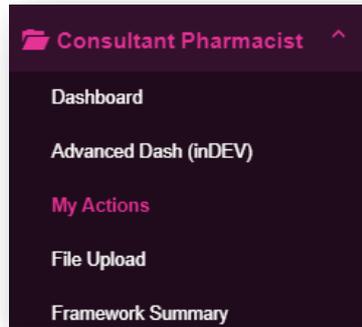
You can view the different action plans by clicking into the **"Learning Needs Actions"**, **"Patient Survey Reflective Actions"** and **"Supervised Learning Event Actions"** tabs. Make sure that you review your **"Active Actions"** regularly.
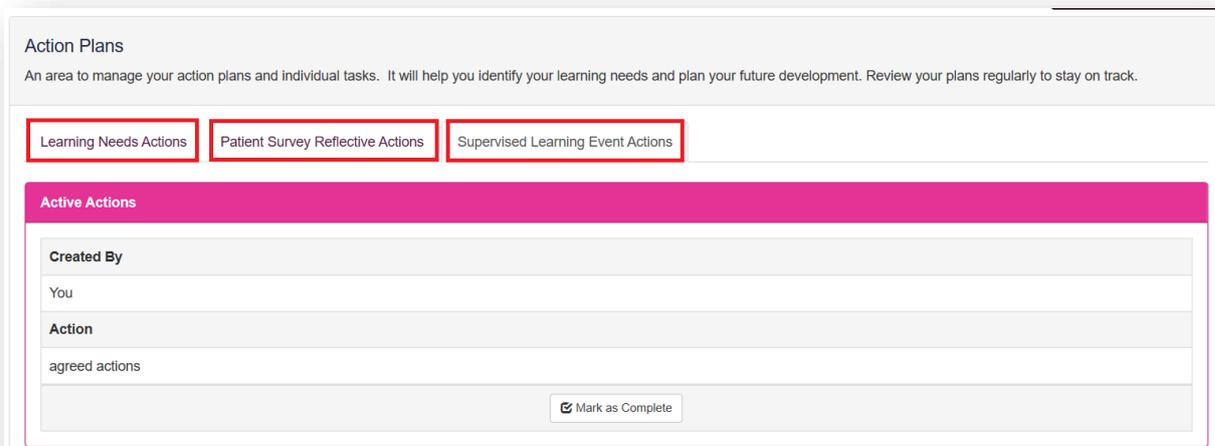
When you have completed the action item, select **"Mark as Complete"**.
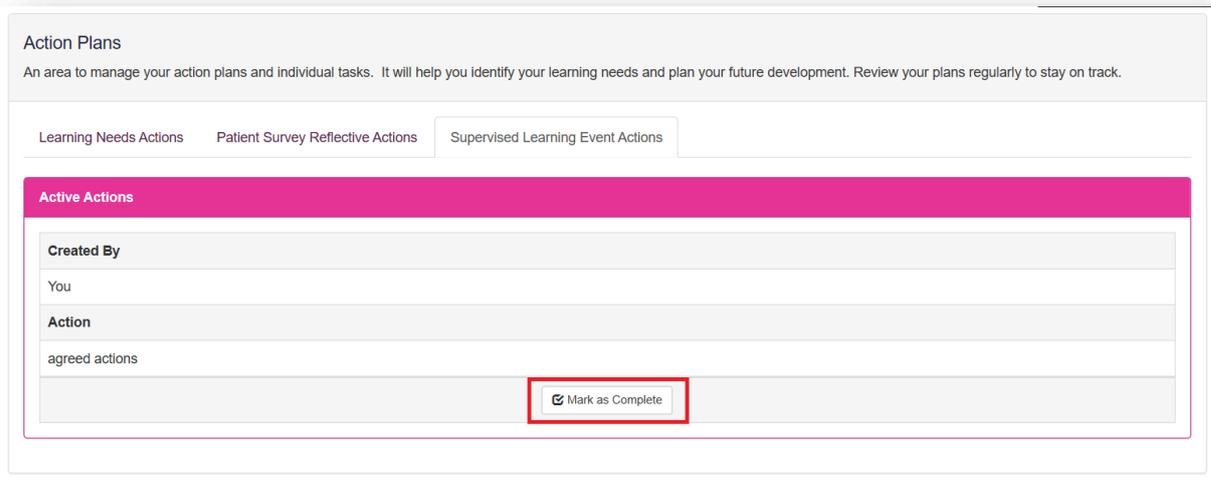
This will open a pop-up window for you to enter your completion date and select **"Mark as Completed"**.
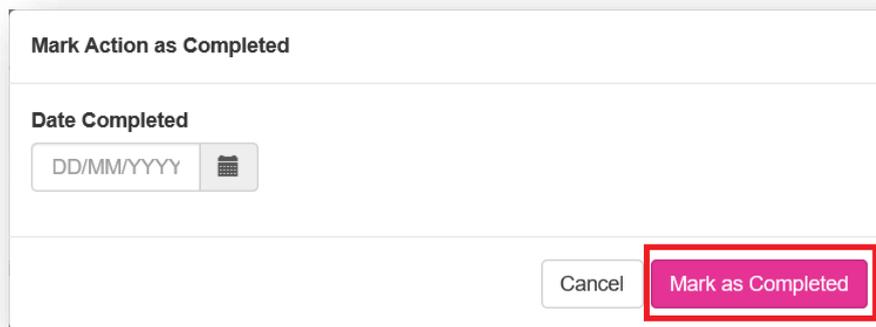
After entering the completion date, this particular **"Active Actions"** will now show as **"Completed Actions**

7 – Payment

7.1 Assessment fee

To have your portfolio assessed by the competency committee, there is a submission fee of £450, inclusive of VAT.

7.2 Payment method

When you are ready to submit your portfolio, you will need make payment via card payment. We accept all major credit cards including Visa, MasterCard and American Express (AMEX).

Screenshot of the payment process will be available shortly.

8 – Submission

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

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.
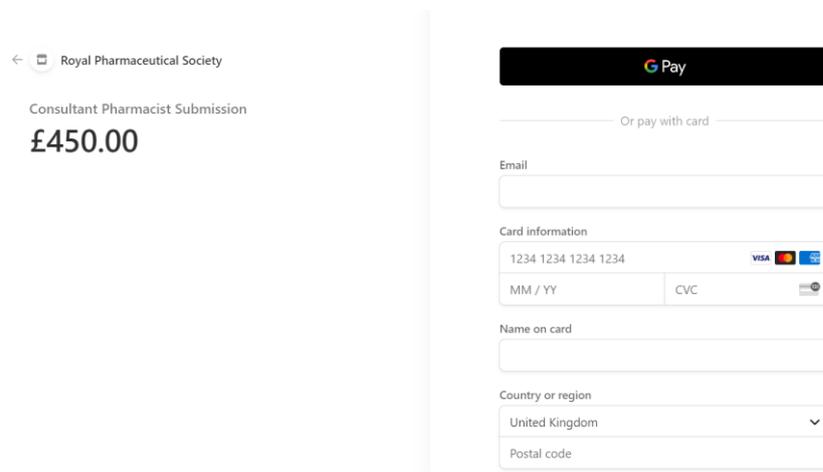
Once your payment is successful, you will then be asked to complete the **"Consultant Pharmacist Credentialing Submission form".**
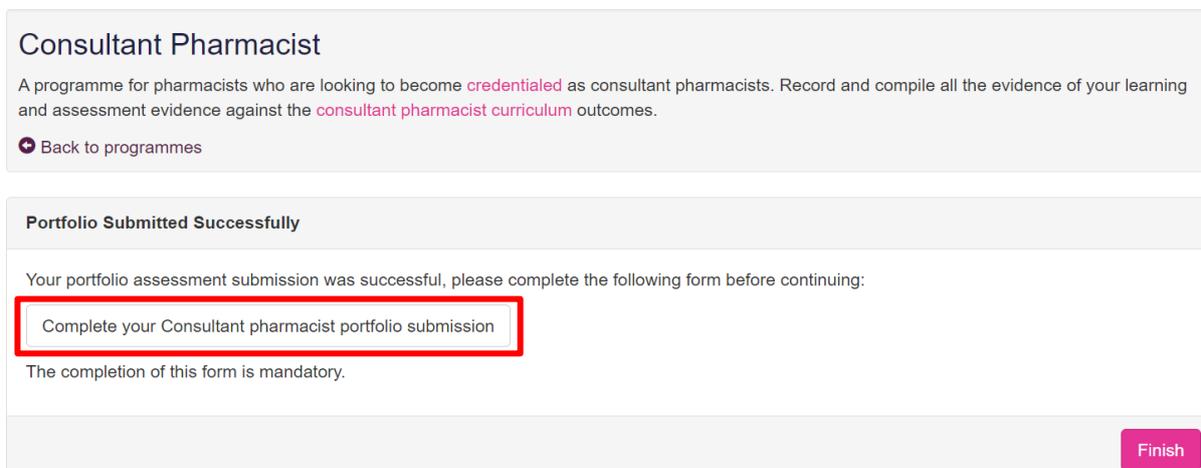
Click **"Complete your Consultant pharmacist portfolio submission"** to access the form.

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.

9 – Contact Details

Visit www.rpharms.com/consultant for further information about the consultant pharmacist credentialing process.

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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