

**Post-registration  
Foundation Pharmacist  
Credentialing**

**E-portfolio guide for  
Learners**

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## 1. Introduction

The E-portfolio is designed to support pharmacists record and compile learning and assessment evidence against the requirements of the Royal Pharmaceutical Society (RPS) [post-registration foundation pharmacist curriculum](#).

Pharmacists who are developing evidence as part of a structured training programme should be supported by an educational supervisor who will have access to the individual's E-portfolio. Depending on how the independent prescribing part of your training programme is delivered, you may also require your designated prescribing practitioner to have access to your E-portfolio.

## 2. Using the E-portfolio

This technical user guide outlines the main functions of the E-portfolio for **learners**. Please note that the images provided in this guide have been captured from a desktop device; there may be a small difference in styling if you are using a tablet or mobile device.

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

**TIP:** For the best user experience, we advise that you use the E-portfolio on a desktop, as you may be entering a lot of text in certain sections and fields and a wider screen enables you to view all the necessary elements.

You should use this guide in conjunction with the [RPS post-registration foundation curriculum resources and guidance](#).

### 2.1 Help and additional information

Throughout the E-portfolio, we have included additional help information to explain what you need to do.

Where there is additional help information, you will see “**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.

## Direct Observation of Practical Skills (DOPS)

[click to toggle]



## Direct Observation of Practical Skills (DOPS)

[click to toggle]

### Instructions:

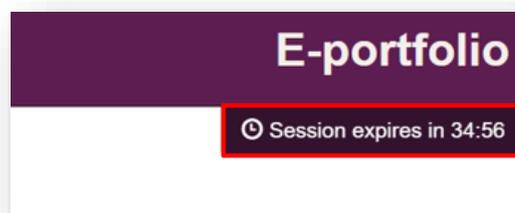
- Provide feedback on what the pharmacist did well and areas for development.
- The overall rating should reflect the expected level of a post-registration foundation pharmacist as defined in the curriculum.
- 'Needs improvement' means that either the pharmacist did not cover the identified area to a competent level or it was not demonstrated at all, and should have been.

◀ Back

## 2.2 Session Timer

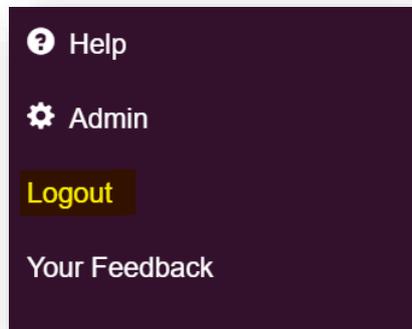
You will notice a timer in the top right-hand corner of the screen. This is a countdown of inactivity. If you are inactive for a period of 35 minutes, you will automatically be logged out of the E-portfolio. It is important you save your work regularly as there is no autosave function.

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.



## 2.3 Logging out

You can find the “**Logout**” button in the navigation menu on the left of your screen. You can logout at any point, but before you do so, make sure you save any necessary text and edits.



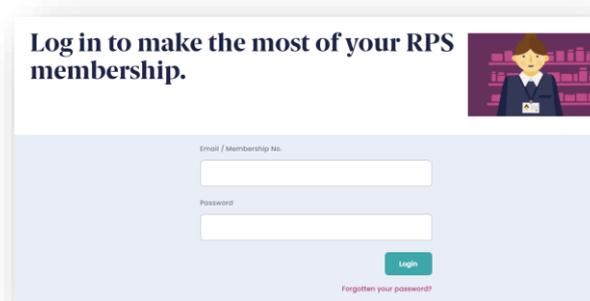
**TIP:** If you are using a shared device, remember to logout to avoid other users accessing your E-portfolio.

## 3. Getting started

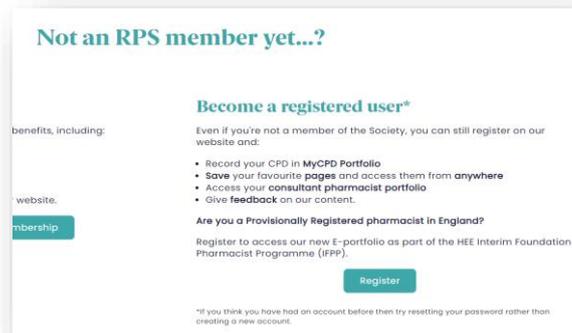
### 3.1 E-portfolio registration

To start recording evidence to demonstrate your learning, you will first need to **register** for the E-portfolio. To access the E-portfolio click [portfolio.rpharms.com](https://portfolio.rpharms.com) or enter the link into your URL. You will then be redirected to the RPS website login page.

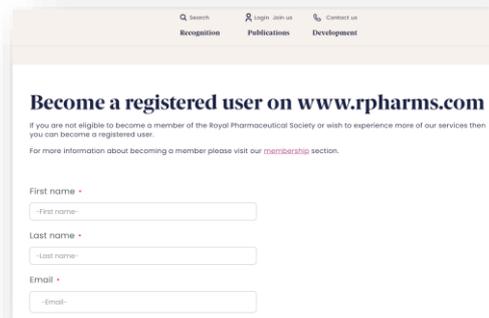
If you are a RPS member, enter your RPS membership login details and you'll be redirected to the E-portfolio homepage.



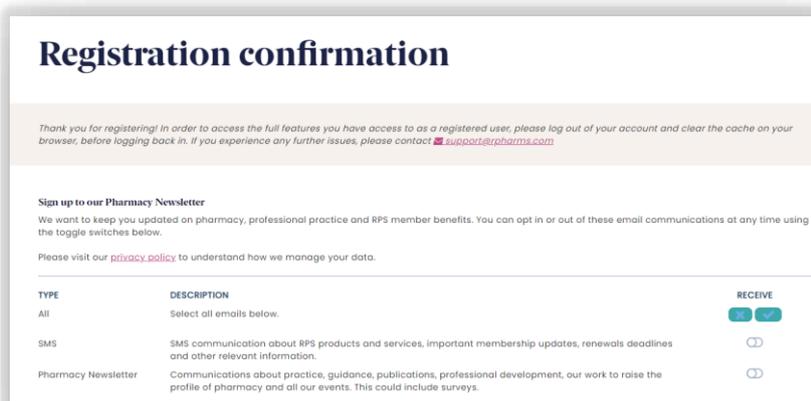
If you are not a RPS member, scroll down the page and click the ‘register’ button on the right-hand side at the bottom of the page.



You will then need to complete a short registration form. Please be aware that the Post-registration Foundation pathway is only available to registered pharmacists, and you must therefore provide your GPhC registration number when creating your registered user account. If you need to amend this at a later time, you can update these details in the “My Account” section of the website.



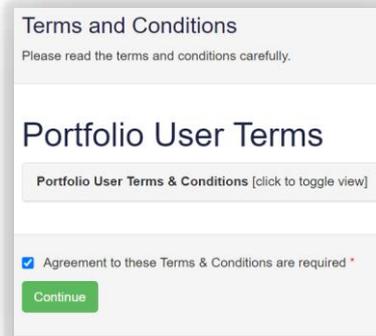
When all the fields are completed, accept the terms and conditions and then click “**Register**”.



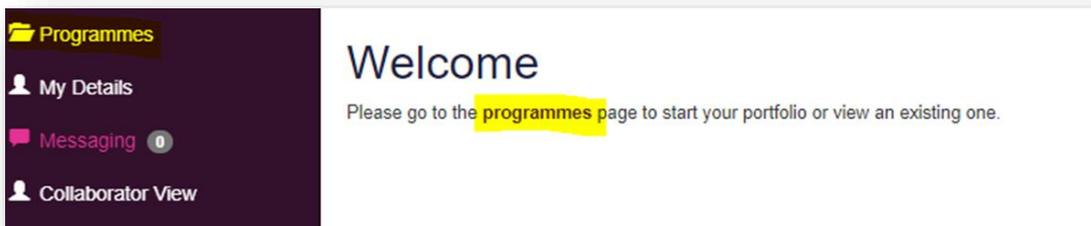
Once registered, login to the E-portfolio [here](#).

## 3.2 Selecting your programme

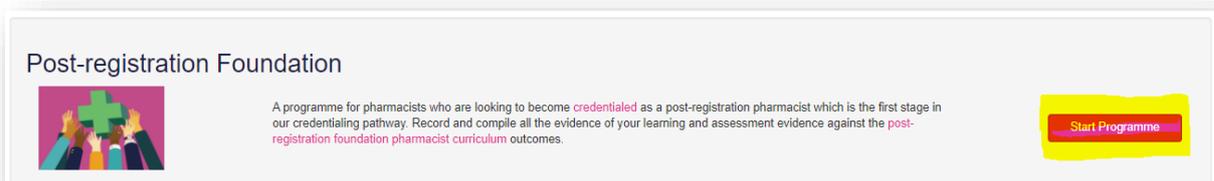
When you first access the E-portfolio you will need to agree to the Portfolio User Terms and Conditions.



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



You will see an option for **Post-registration Foundation**; select this and click on the “**Start Programme**” button.



When you next login to the E-portfolio, you will be able to access your selected programme by clicking “**Open Active Programme**”.

## Post-registration Foundation



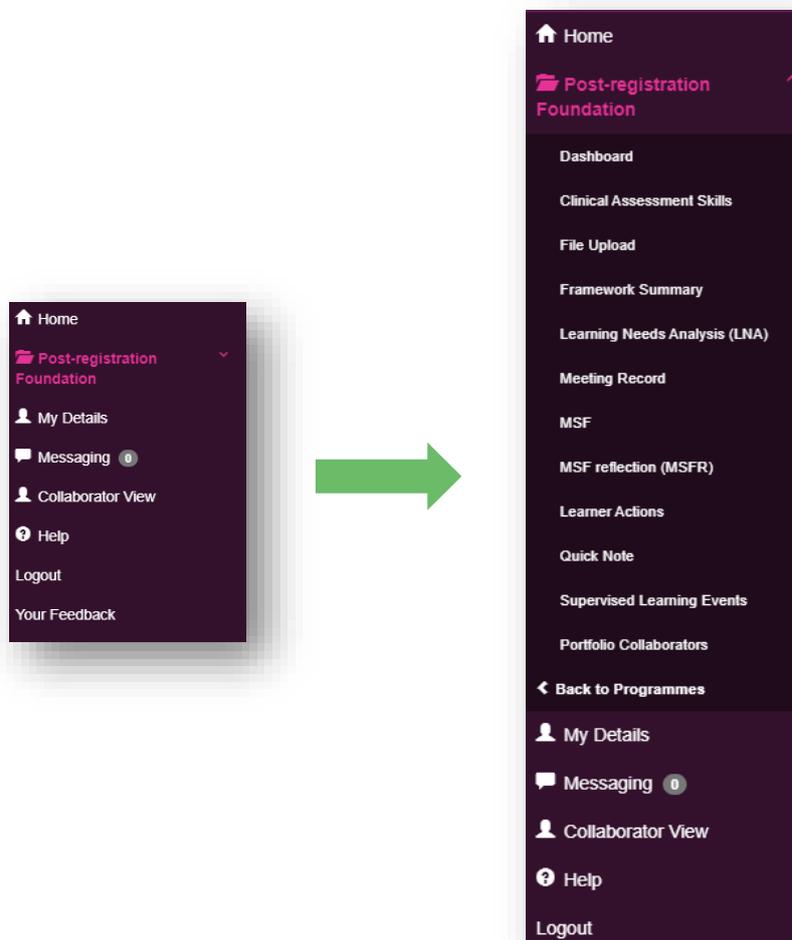
A programme for pharmacists who are looking to become **credentialed** as a post-registration pharmacist which is the first stage in our credentialing pathway. Record and compile all the evidence of your learning and assessment evidence against the **post-registration foundation pharmacist curriculum** outcomes.

Open Active Programme  
Status: **Started**

Date Started: 13/10/2021

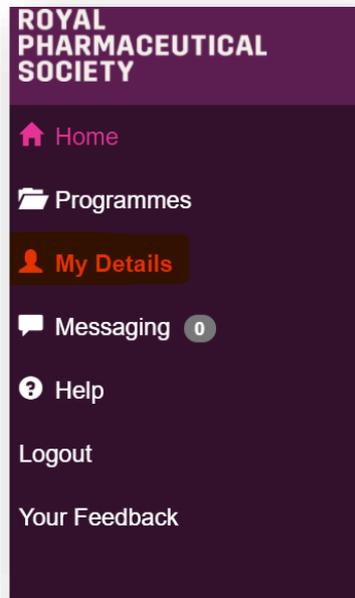
### 3.3 The navigation menu

When you open your post-registration foundation E-portfolio, if you select “**Post-registration Foundation**” on the navigation menu, it will expand, and selecting any of the items will take you to the item’s summary page.



### 3.4 Viewing your details

To access your details, select “My Details” from the navigation menu.



A page with your details will appear.

Your Details	
First Name	Joe
Surname	Bloggs
Email Address	Joe.Bloggs@XXXXX.com
GPHC No	xxxxxx
E-Portfolio Start Date	Post-registration Foundation: 13/10/2021
Collaborators	

Please ensure you check that your details are correct within the E-portfolio. Should there be any incorrect details, please contact [eportfolio@rpharms.com](mailto:eportfolio@rpharms.com)

## 3.5 Portfolio collaborators

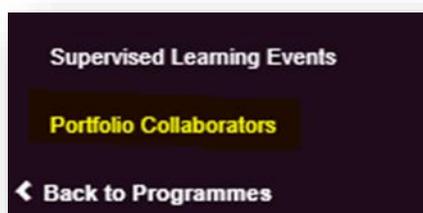
Some of the tools and records in the E-portfolio require input from other colleagues and within the E-portfolio these people are known as “**collaborators**”. In order for them to be able to support your development, you will need to give them access to your E-portfolio. As a learner you have control over who gets to view the content of your E-portfolio. You can add / remove a portfolio collaborator at any point, but please note that once invited and accepted, a portfolio collaborator will be able to view all of the content in your E-portfolio. See the table in **Section 3.5.3** for further details of what the different types of collaborators have access to.

There are two different collaborator roles within the E-portfolio and depending on your training programme, one or more of these roles may need access to your E-portfolio.

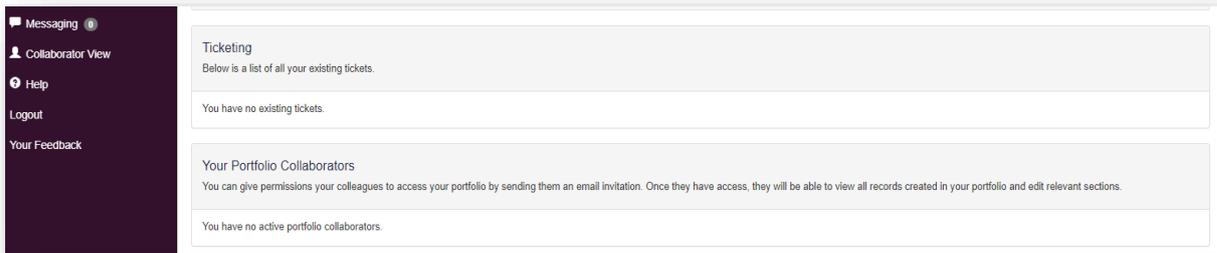
	Portfolio collaborator	Ticketed collaborator
Who does this include?	Educational supervisors and designated prescribing practitioners	Practice supervisors and other members of the pharmacy and wider team
What can they access?	Full access to your whole E-portfolio	Only the form(s) or record(s) that you share with them
How do they access?	You invite them to set up an E-portfolio account that will be linked to your account	You send the form or record to them via a ticketed process

### 3.5.1 Inviting a portfolio collaborator

To invite a portfolio collaborator to be linked to your portfolio select “**Portfolio Collaborators**” in the navigation menu.

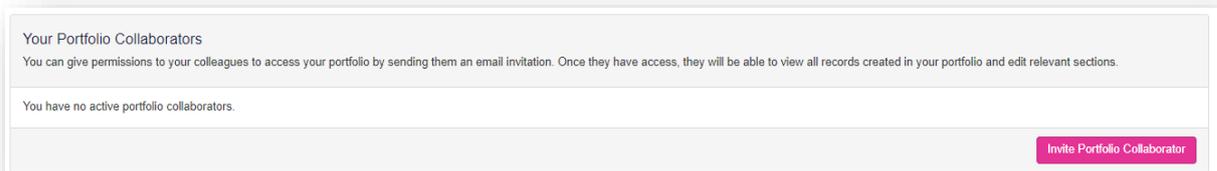


This will take you to a page which will display ticketing information (at the top of the page), and a list of currently invited portfolio collaborators (at the bottom of the page).

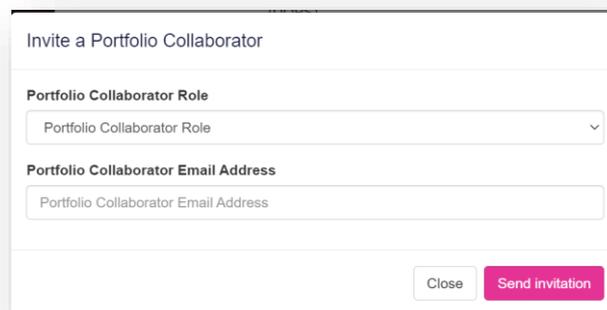


When you set up your E-portfolio, your portfolio collaborator(s) won't be linked and you need to invite them.

Scroll down to view **"Your Portfolio 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 portfolio collaborator, you will need to choose their role type from the dropdown menu (e.g. educational supervisor) and the email address that you will send the invitation to.

Invite a Portfolio Collaborator

**Portfolio Collaborator Role**

Portfolio Collaborator Role

Portfolio Collaborator Role  
Designated Prescribing Practitioner  
Educational Supervisor  
Portfolio Collaborator Email Address

Close Send invitation

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 portfolio collaborator by selecting the cross (x) icon; or you can re-send the invitation if your portfolio collaborator cannot find it.

Your Portfolio Collaborators

You can give permissions to 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	Status	Date Invited	Date Accepted	Actions
-	helen.chang@pharms.com	Educational Supervisor	Pending	13/10/2021	-	✕

Invite Portfolio Collaborator

Your Portfolio Collaborators

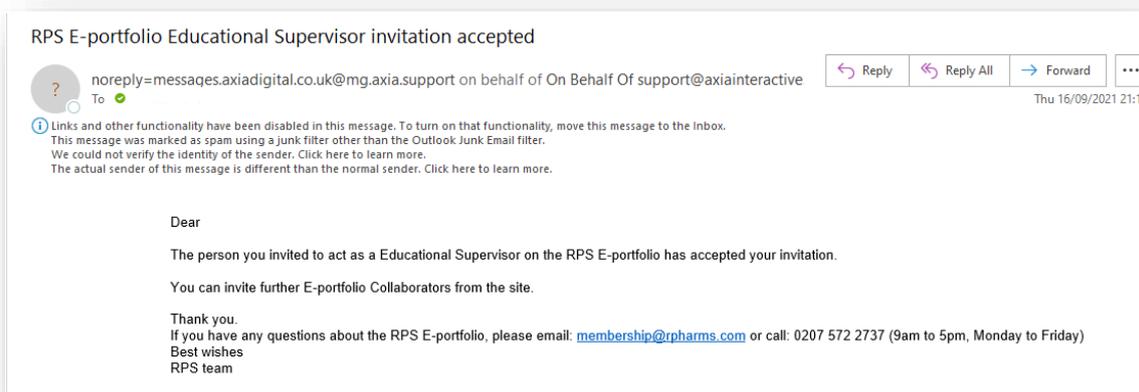
You can give permissions to your colleagues to access your portfolio by sending them an email invitation. Once they have access, they will be able to view all records created in your portfolio and edit relevant sections.

Name	Email Address	Portfolio Collaborator Role	Status	Date Invited	Date Accepted	Actions
Helen Chang	helen.chang@pharms.com	Educational Supervisor	Accepted	13/10/2021	13/10/2021	✕

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.

Once a portfolio collaborator has accepted the invitation, you will receive this email.



Your portfolio collaborator will now be displayed in your **"My details"** page.

Your Details	
First Name	Joe
Surname	Bloggs
Email Address	Joe.Bloggs@XXXXX.com
GPHC No	xxxxxx
E-Portfolio Start Date	Post-registration Foundation: 13/10/2021
Collaborators	✔ Helen Chang (2057240 Educational Supervisor)

### 3.5.2 Ticketed collaborators

It is likely that you will wish to seek feedback from colleagues who are not your educational supervisor or designated prescribing practitioner at some point during your training programme. This could be a practice supervisor who provides day-to-day supervision in the workplace and may undertake a few supervised learning events and/or other members of the pharmacy / wider team who undertake multiple supervised learning events, or do them as a one off. It is not necessary for these individuals to be E-portfolio collaborators and have access to your E-portfolio. Instead, these individuals are called 'ticketed collaborators' and will provide feedback to support your learning and development. The process for seeking feedback from ticketed collaborators is known as a ticket, e-ticket, or e-ticketing. Tickets are created for individual assessment tools or forms and you may send several tickets for different tools or forms to the same ticketed collaborator. The ticketed collaborator will then need to access and complete each form separately.

**NOTE:** This process only provides ticketed collaborators 'one-time' access to complete a single assessment tool or form. If you would like a collaborator to provide feedback on more than one assessment tool or form, then you will need to send them a ticket for each one.

### 3.5.3 User roles

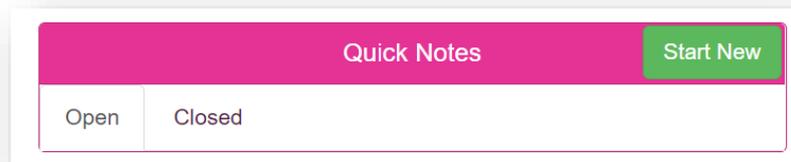
The table below outlines the different tools and who has access to each tool.

Tool	Learner	Educational Supervisor	Designated Prescribing Practitioner	Ticketed Collaborators e.g., practice supervisor
Dashboard	✓	✓	✓	No access
Learner Actions	✓	✓	✓	No access
Framework Summary	✓	✓	✓	No access
File upload	✓	✓	✓	No access
Learning Needs Analysis	✓	✓	✓	No access
Meeting record	✓	✓	✓	No access
Reflective account	✓	✓	✓	No access
<b>Supervised learning events</b>				
Acute care assessment tool (ACAT)	✓	✓	✓	Access via ticket link
Case-based discussion (CbD)	✓	✓	✓	Access via ticket link
Case presentation (CP)	✓	✓	✓	Access via ticket link
Leadership assessment skills (LEADER)	✓	✓	✓	Access via ticket link
Direct observation of practical skills (DOPS)	✓	✓	✓	Access via ticket link
Direct observation of non-clinical skills (DONCS)	✓	✓	✓	Access via ticket link
Journal club presentation (JCP)	✓	✓	✓	Access via ticket link
Mini clinical evaluation exercise (Mini-CEX)	✓	✓	✓	Access via ticket link
Quality improvement project assessment tool (QIPAT)	✓	✓	✓	Access via ticket link
Teaching observation (TO)	✓	✓	✓	Access via ticket link

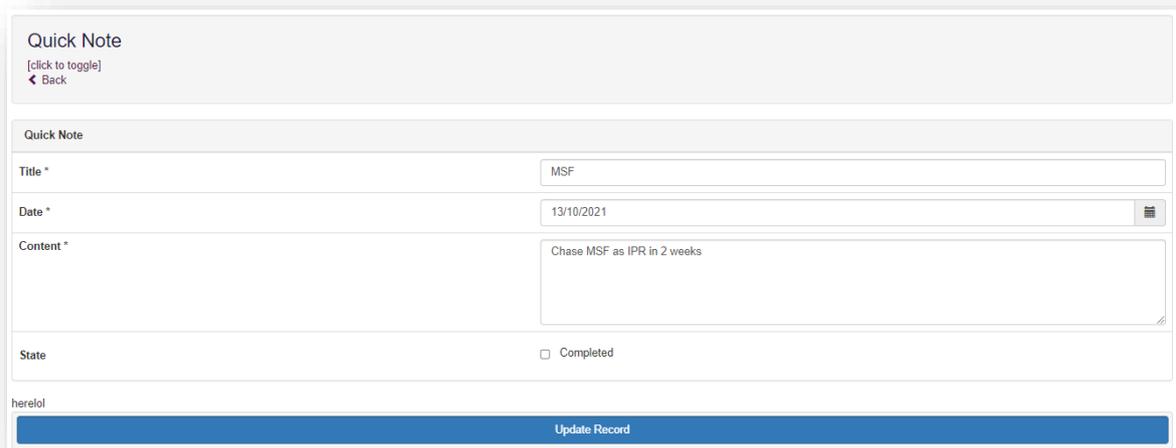
### 3.6 Quick notes

This tool is like a post-it note within your E-portfolio. You can make a note that may be a reminder or the starting point of a piece of evidence that you will develop fully at a later point.

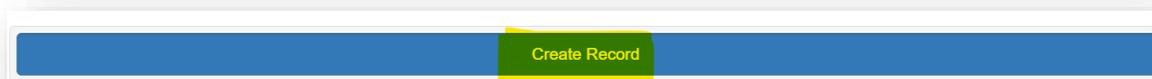
From the dashboard, click **“Start New”** next to ‘Quick Notes’.



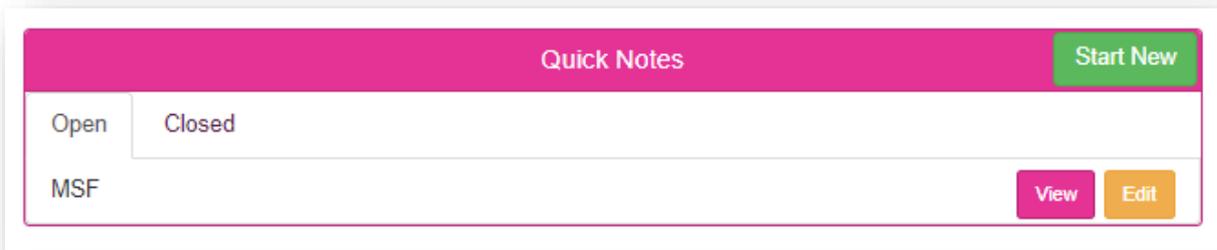
The quick note form will open. Complete the mandatory fields.

A screenshot of a 'Quick Note' form. At the top left, it says 'Quick Note' with a '[click to toggle]' link and a 'Back' button. The form has several fields: 'Title \*' with the value 'MSF', 'Date \*' with the value '13/10/2021', and 'Content \*' with the text 'Chase MSF as IPR in 2 weeks'. There is also a 'State' field with a checkbox labeled 'Completed'. At the bottom, there is a blue bar with the text 'Update Record'.

Click **“Create Record”** to save.



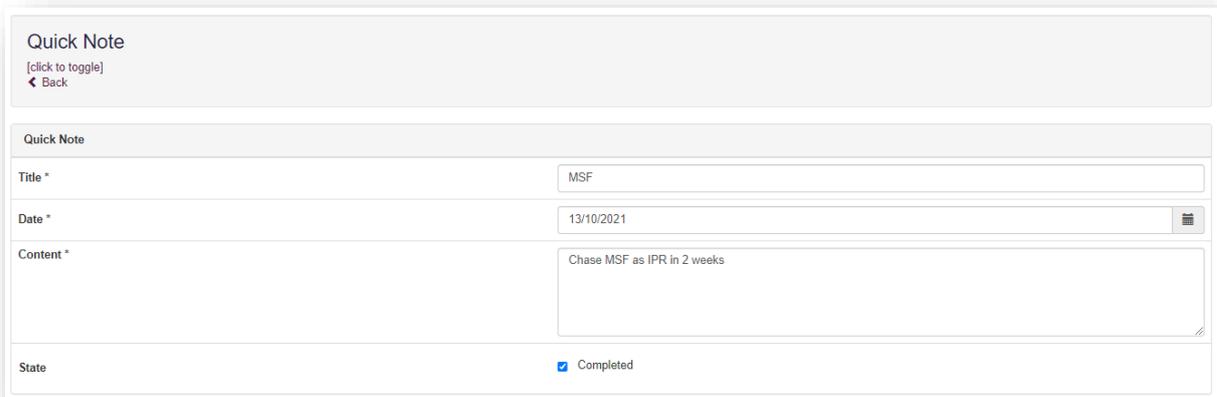
You will be redirected to the dashboard where you will be able to see your saved quick note.



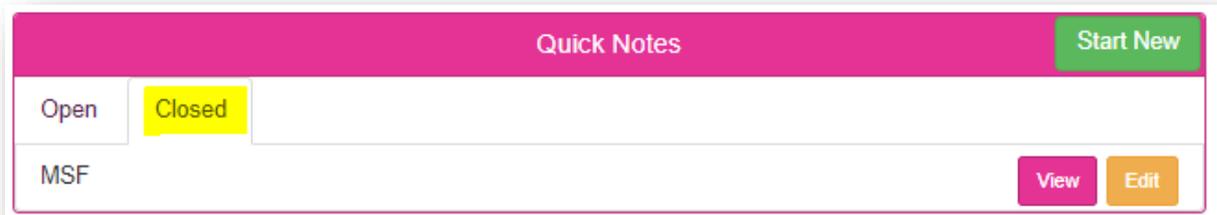
When you click "edit" you will be able to edit the text in your quick note or mark it as complete which 'closes' the quick note.

The form will appear. Edit the fields if necessary.

To close the form, select the tick box next to 'Completed'.



When you mark the quick note as complete, you will be redirected to the dashboard and the quick note will have moved to the list of 'closed' quick notes.



## 4. Monitoring and reviewing your progress

### 4.1 Dashboard

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

The dashboard is titled "Post-registration Foundation" and includes a description: "A programme for pharmacists who are looking to become **credentialed** as a post-registration pharmacist which is the first stage in our credentialing pathway. Record and compile all the evidence of your learning and assessment evidence against the **post-registration foundation pharmacist curriculum** outcomes."

Supervised Learning Events		Other Records	
Acute Care Assessment Tool (ACAT)	2 1	File Upload	4
Clinical Evaluation Exercise (mini-CEX)	2 0	Learning Needs Analysis (LNA)	2
Case Based Discussion (CbD)	1 0	Meeting Record	2
Case Presentation (CP)	1 0	Learner Actions	21
Direct Observation of Non-Clinical Skills (DONCS)	2 0	Quick Notes <span>Start New</span>	
Direct Observation of Practical Skills (DOPS)	5 0	Open	Closed
Journal Club Presentation (JCP)	0 0		
Leadership Assessment Skills (LEADER)	0 0		
Reflective Account (RA)	1 1		
Teaching Observation (TO)	0 0		

**TIP:** You can access evidence by clicking on the number next to the evidence type

Total number of records started

Total number of records completed

The **supervised learning event** section of your dashboard displays the following information:

- Count of each supervised learning event type that has been started (orange)
- Count of each supervised learning event type that has been completed (green)

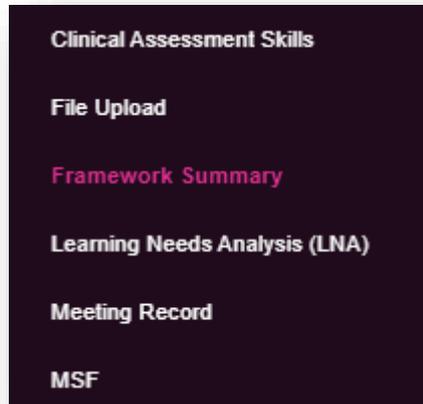
Hovering over the numbers 2 1 provide you with an explanation as to what this relates to.

You can access any forms directly from the dashboard by clicking on the relevant evidence type. For the example above, if you click anywhere on the row which contains 'Reflective Account (RA)' you can access your Reflective Accounts.

More information about accessing Supervised Learning Events can be found in **Section 8**.

## 4.2 Framework summary

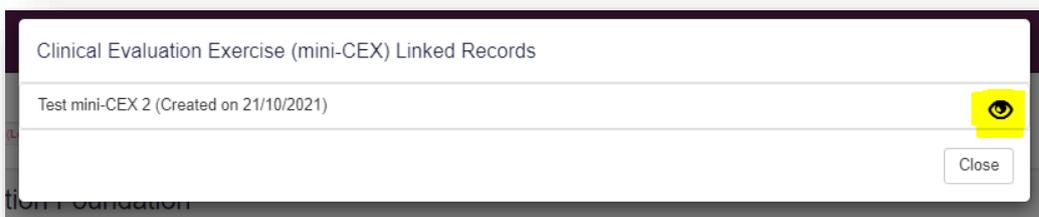
You can view your overall progress against the curriculum outcomes by selecting “**Framework Summary**” from the navigation menu



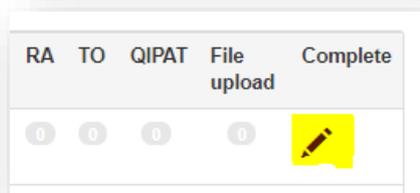
The framework summary displays a count of all records (supervised learning outcomes **and** file uploads) that have been mapped to the outcomes. When records are mapped, a number appears in a grey circle. The number on the right indicates evidence which has been started and the number on the left indicates evidence which you have marked as complete.

Framework Summary <small>[click to toggle]</small>															
Domain 1. Person-centred care and collaboration	Learning Outcomes	Stakes	ACAT	mini-CEX	CbD	CP	DONCS	DOPS	JCP	LEADER	RA	TO	QIPAT	File upload	Complete
Communicates effectively, placing the person at the centre of any interaction	1.1 Communicates effectively with people receiving care and colleagues.	High	0/2	0	0	0	0	1/1	0	0	0	0	0	0	
	1.2 Treats others as equals and with dignity and respect, supporting them regardless of individual circumstances or background; actively promotes this in their practice	High	0	0	0	0	0	0	0	0	0	0	0	0	

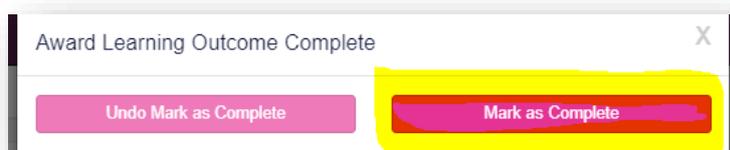
You can access the mapped online record direct from the framework summary by clicking on the grey circle and then the eye icon.



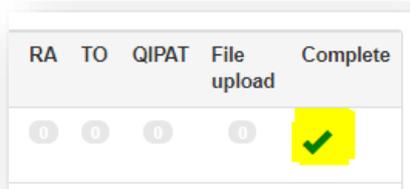
When you feel you have enough evidence mapped to an outcome to demonstrate you are performing at the required level, click on the pencil icon. We recommend you discuss with your educational supervisor and/or designated prescribing practitioner if you are ready to mark any outcomes as complete. This can be used to help prioritise your learning and development.



Clicking on the pencil opens a box where you have the option to mark the outcome as complete.

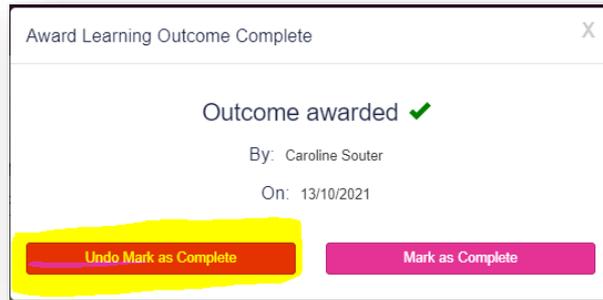


When you select **“Mark as Complete”** the pencil changes to a green tick



**NOTE:** the curriculum recommends a minimum of three pieces of evidence of low stakes outcomes, with more pieces for higher stakes' outcomes.

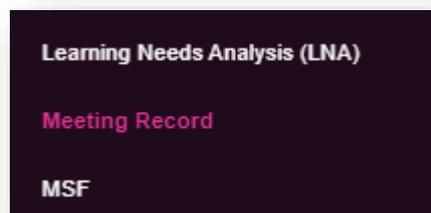
If you change your mind about marking the outcome as complete, click on the green tick and you can undo.



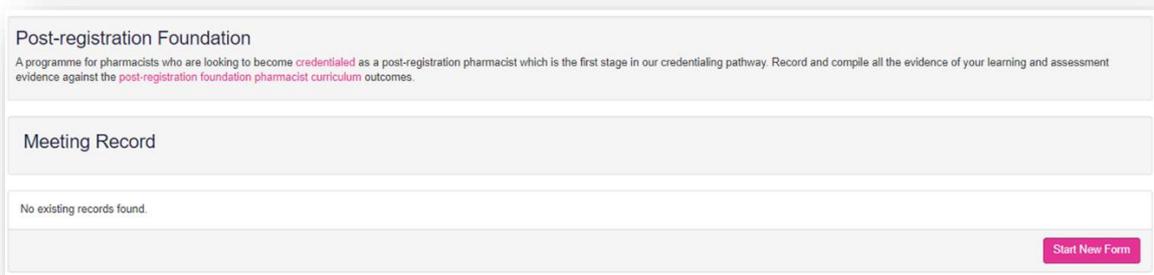
## 5. Review meetings

### 5.1 Meeting record

It is important to capture discussions of meetings that you have with your educational supervisor, designated prescribing practitioner and other colleagues. You can record meetings using the “**Meeting Record**” form in the E-portfolio.



Select “**Start New Form**” to create a new record.



The form will appear. Complete the required fields as instructed.

**Post-registration Foundation**

A programme for pharmacists who are looking to become **credentialed** as a post-registration pharmacist which is the first stage in our credentialing pathway. Record and compile all the evidence of your learning and assessment evidence against the **post-registration foundation pharmacist curriculum** outcomes.

**Meeting Record**

[← Back](#)

**Meeting Details**

Title \*

Date \*  

Who was present?

Educational supervisor

Designated prescribing practitioner

Practice supervisor

[Create Record](#)

When you have completed all the required fields, select **“Create Record”**.



**NOTE:** You do not need to map meeting forms to any assessment activities or learning outcomes; there is no section to map to the frameworks.

You will receive confirmation that the record has been saved and created.

**Meeting Record**

[← Back](#)

Success! Your action was completed successfully. X

**Meeting Details**

Title \*

Date \*  

Who was present?

Educational supervisor

Designated prescribing practitioner

Practice supervisor

You will have noticed that you were not able to attach files when first completing the form. A file can only be attached when you have saved the meeting record by selecting **“Create Record”**. To upload an attachment as additional evidence for your meeting, select **“Edit”** to view the record you have just created and upload a file.

Meeting Record				
Title	Date	Date Created	Completed	Actions
Meeting with ES Oct	12/10/2021	12/10/2021		<a href="#">View</a> <a href="#">Edit</a>

[Start New Form](#)

Add the upload by selecting “**Choose files**”. You must enter a file description. Click “**Save**” once completed.

You can upload as many files as you wish, and delete any that are no longer relevant by clicking on the trash can icon. 🗑️

**Attachments**

Linked Attachments (1)	New Attachment
<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">           Test doc <span style="float: right; color: red;">🗑️</span> </div>	Choose file <input type="button" value="Choose files"/> No file chosen File description: <input style="width: 100%;" type="text"/> <input type="button" value="Save"/>

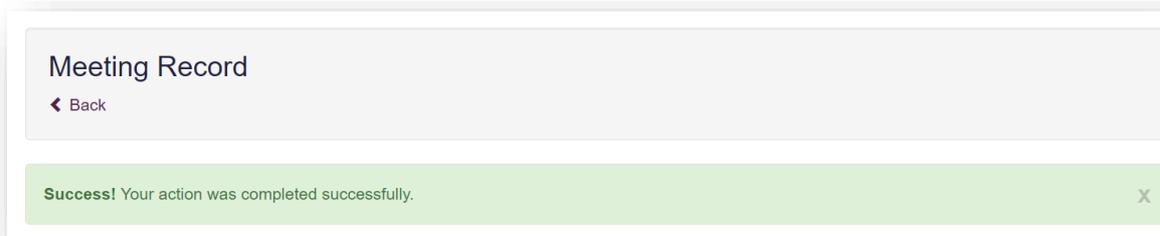
here lol

[Update Record](#)

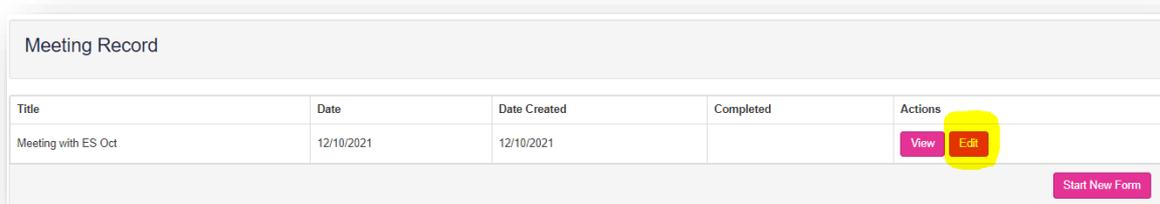
When you are finished editing select “**Update Record**”.



You will receive confirmation that the record has been updated.



You can update the record by selecting “**Edit**” from the Meeting Record page.

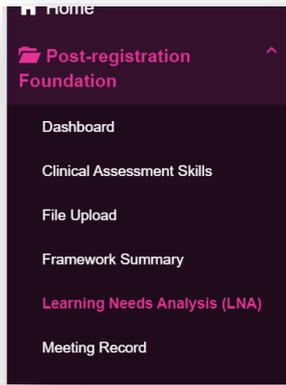


## 6. Learning needs analysis

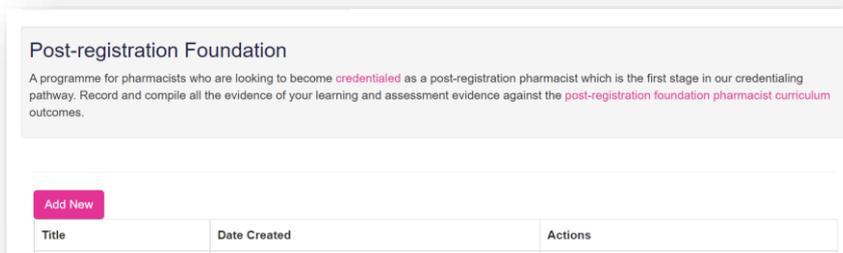
The Learning Needs Analysis (LNA) tool enables you to assess your practice against the post-registration foundation pharmacist curriculum outcomes. It is recommended you complete a Learning Needs Analysis at the start of your training and before every intermediate progress review or when your practice 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 learning needs analysis tool more frequently.

### 6.1 Completing your Learning Needs Analysis

To complete the Learning Needs Analysis tool, select the “**Learning Needs Analysis (LNA)**” option from the navigation menu.



Select **"Add New"** to open a new Learning Needs Analysis.



The newly created Learning Needs Analysis will appear in the summary table. Click **"Edit"** to open it.

Title	Date Created	Actions
	05/10/2021	<a href="#">View</a> <a href="#">Edit</a>

The Learning Needs Analysis will appear.

Learning Needs Analysis  
[click to toggle]

Learning Needs Analysis Details

Learning Needs Analysis Details

Title \*

Date \*

Domain 1. Person-centred care and collaboration		Learner rating	Priority
Communicates effectively, placing the person at the centre of any interaction	1.1 Communicates effectively with people receiving care and colleagues.	High Medium Low	High Medium Low
	1.2 Treats others as equals and with dignity and respect, supporting them regardless of individual circumstances or	High Medium Low	High Medium Low

Save Changes

Work through the sections and assess yourself against all the outcomes from the framework. You will need to indicate your **current ability** and the **priority** in demonstrating the outcome. The current ability and priority ratings are **High**, **Medium** or **Low**. For an explanation of the different ratings see **section 6.2**.

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

Domain 1. Person-centred care and collaboration		Current ability	Priority
Communicates effectively, placing the person at the centre of any interaction	1.1 Communicates effectively with people receiving care and colleagues. 	High Medium Low	High Medium Low
	1.2 Treats others as equals and with dignity and respect, supporting them regardless of individual circumstances or background; actively promotes this in their practice 	High Medium Low	High Medium Low
Delivers person-centred care	1.3 Consults with people through open conversation; explores physical, psychological and social aspects for that person, remaining open to what a person might share; empowers the person creating an environment to support shared decision making around personal healthcare outcomes and changes to health behaviour 	High Medium Low	High Medium Low
	1.4 Demonstrates empathy; seeking to understand a situation from the perspective of each person.	High Medium Low	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 prompt** icon. 

Communicates effectively, placing the person at the centre of any interaction	1.1 Communicates effectively with people receiving care and colleagues.	<input type="radio"/> High <input type="radio"/> Medium <input checked="" type="radio"/> Low	<input checked="" type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low
---	---	--	--

Clicking on the action prompt icon will allow you to create an action – see section 6.2 below.

When you have completed the ratings for all outcomes, you and your educational supervisor / designated prescribing practitioner can add further comments in the fields at the bottom of the form.

The screenshot shows a form with the following elements:

- Outcome 1:** "Participates in research" with a rating of "Low" (highlighted in red).
- Outcome 2:** "5.1 Seeks to be involved in research activities; actively disseminates outcomes to appropriate audiences" with a rating of "Medium" (highlighted in pink).
- Rating Buttons:** High, Medium, and Low buttons for each outcome.
- Learner Comments:** A text area with the placeholder "Insert any comments here".
- Educational Supervisor Comments / Designated Prescribing Practitioner:** A larger text area for supervisor comments.
- Action Buttons:** "Save Changes" and "Mark as Complete" buttons at the bottom.

When you have completed the Learning Needs Analysis, you or your educational supervisor / designated prescribing practitioner can mark the tool as complete by clicking **“Mark as Complete”**. After this point, the Learning Needs Analysis will be closed and cannot be edited any further.

**NOTE:** All mandatory fields of the Learning Needs Analysis need to be completed for the record to be marked as complete.

**TIP:** You can quickly identify any incomplete ratings as they are highlighted in orange text.

	Learner rating	Priority
100%	High	High
	Medium	Medium
	Low	Low
75%	High	High
	Medium	Medium
	Low	Low
50%	High	High
	Medium	Medium
	Low	Low
25%	High	High
	Medium	Medium
	Low	Low

When you have marked the Learning Needs Analysis as complete, the heat map will appear in your summary page which provides a visual summary of your progress.

**Post-registration Foundation**  
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**Add New**

Title	Date Created	Actions
Start of training programme	11/10/2021	<b>View</b>

**Progress**  
[An explanation of Progress\[click to toggle\]](#)

You can view a summary of your progress here once you have completed a learning needs analysis

Completed Date	Rating Type	Domain 1. Person-centred care and collaboration										Domain 2. Professional practice										Domain 3. Leadership and management										Domain 4. Education					Domain 5. Research														
		1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	1.10	2.1	2.2	2.3	2.4	2.5	2.6	2.7	2.8	2.9	2.10	2.11	2.12	3.1	3.2	3.3	3.4	3.5	3.6	3.7	3.8	3.9	3.10	4.1	4.2	4.3	4.4	4.5	5.1	5.2	5.3	5.4	5.5								
12/10/2021	Ability	[Heatmap visualization showing progress bars for each outcome]																																																	
	Relevance	[Heatmap visualization showing progress bars for each outcome]																																																	

## 6.2 Learning Needs Analysis ratings and icons

The ratings and icons for the Learning Needs Analysis are outlined below:

### Current ability

Rating	Explanation
High	I have evidence to show I have the knowledge, skill, behaviour or experience needed to consistently demonstrate this outcome at the required level.

<b>Medium</b>	I have this knowledge, skill, behaviour or experience but have not had the opportunity to fully demonstrate this outcome at the required level.
<b>Low</b>	I don't have the knowledge, skill, behaviour or experience to demonstrate this outcome yet.

### Priority

Rating	Explanation
<b>High</b>	This is high priority for my practice at this time.
<b>Medium</b>	This is medium priority for my practice at this time.
<b>Low</b>	This is low priority for my practice at this time.

The following table summarises the icons that you might see in the learning needs analysis tool. The action column describes the action you can take if you click on the icon within the learning needs analysis.

Icon	Description	Action (when icon is clicked)
	Low ability – High priority rating action prompt (Priority 1 <b>action</b> )	Create action
	Medium ability – High priority rating action prompt (Priority 2 <b>action</b> )	Create action
	Low ability – Highest priority rating action (Priority 1 <b>task</b> )	View and edit action
	Medium ability – High priority rating action (Priority 2 <b>task</b> )	View and edit action
	Low ability – Medium priority rating action (Priority 3 <b>task</b> )	View and edit action
	Action completed	View action

### 6.3 Creating and managing tasks

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

Learning Needs Action
X

---

**Task Priority: 1**

**Action (What am I going to do?)**

**Evaluation and Outcome (Show how you have achieved your action)**

**Target Date**

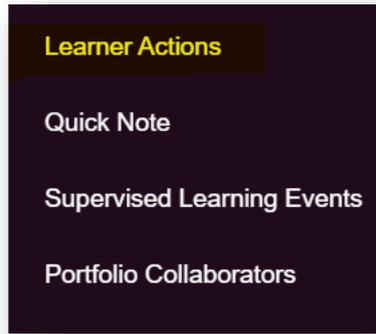
Save Action

Complete the fields and click **“Save Action”**.

Once you have created an action, the icon changes to an *action* icon .

Domain 1. Person-centred care and collaboration		Current ability	Priority
Communicates effectively, placing the person at the centre of any interaction	1.1 Communicates effectively with people receiving care and colleagues. 	<input type="radio"/> High <input type="radio"/> Medium <input checked="" type="radio"/> Low	<input checked="" type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low
	1.2 Treats others as equals and with dignity and respect, supporting them regardless of individual circumstances or background; actively promotes this in their practice 	<input type="radio"/> High <input type="radio"/> Medium <input checked="" type="radio"/> Low	<input checked="" type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low

To view your actions, go to the navigation menu and click the **“Learner Actions”** area.



Your tasks are saved under the **My Actions** list. This list contains all of the actions raised throughout your E-portfolio (for example from supervised learning events, meeting records, learning needs analysis, etc.).

Click **“Mark as Complete”** next to an action that has been completed.

My Actions

Here is a list of all of the actions raised throughout your portfolio (e.g. from supervised learning events, meeting records, learning needs analysis and intermediate progress reviews).

Show 10 entries Search:

Date	Evidence Title	Evidence Type	Action	Completed	Completed Date
26/11/2021	Start of training programme	Learning Needs Analysis (LNA)	Learn about different consultation models	Mark as Complete	

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

### Mark Action as Completed

**Action Details**

**Evidence Type** Learning Needs Analysis (LNA)  
**Title** Learning Needs Analysis 1  
**Target Date** 28/10/2021  
**Action** Test  
**Evaluation and outcome** Test Test Test

**Date Completed**

Completed actions will display the following icon



My Actions  
 Here is a list of all of the actions raised throughout your portfolio (e.g. from supervised learning events, meeting records, learning needs analysis and intermediate progress reviews).

Show  entries Search:

Date	Evidence Title	Evidence Type	Action	Completed	Completed Date
26/11/2021	Start of training programme	Learning Needs Analysis (LNA)	Learn about different consultation models		24/11/2021

Showing 1 to 1 of 1 entries Previous  Next

Within the **Learning Needs Analysis** area, the action icon for the completed task will change to a blue icon.

	Current ability	Priority
1.1 Communicates effectively with people receiving care and colleagues.	<input type="button" value="High"/> <input checked="" type="button" value="Medium"/> <input type="button" value="Low"/>	<input checked="" type="button" value="High"/> <input type="button" value="Medium"/> <input type="button" value="Low"/>

To go back to your Learning Needs Analysis, click on **“Learning Needs Analysis (LNA)”**, from the navigation menu.

The summary screen will appear. You can access the Learning Needs Analysis by selecting **“Edit”**.

## Post-registration Foundation

A programme for pharmacists who are looking to become **credentialed** as a post-registration pharmacist which is the first stage in our credentialing pathway. Record and compile all the evidence of your learning and assessment evidence against the **post-registration foundation pharmacist curriculum** outcomes.

Please complete your existing Learning Needs assessment before starting a new one.

Title	Date Created	Actions
Start of training programme	11/10/2021	<a href="#">View</a> <a href="#">Edit</a>

## 7. Completing assessment tools and forms

As you work through your E-portfolio you will be prompted to create and complete various online assessment tools and forms. These will become records of your learning and development throughout your post-registration foundation portfolio. Please refer to **Section 3.5.3** for a full list of the E-portfolio assessment tools and forms and their associated permissions.

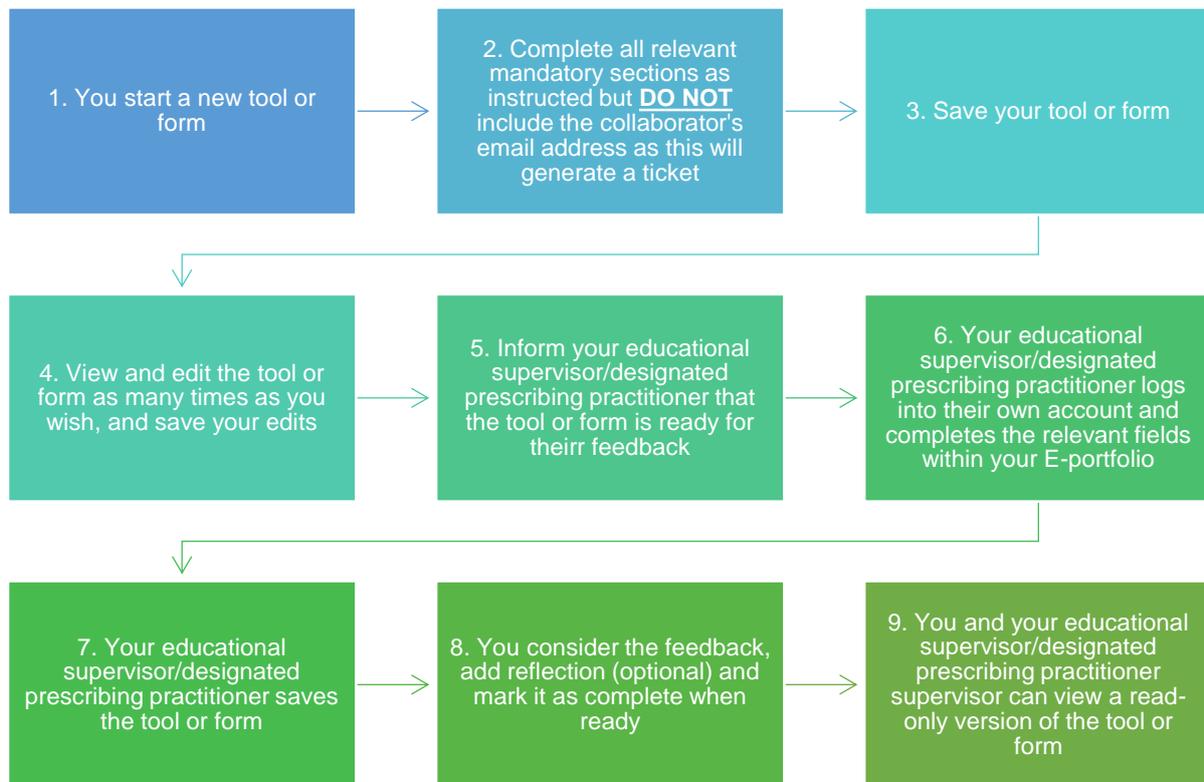
There are two main ways of completing an online assessment tool or form:

- Online with your educational supervisor or designated prescribing practitioner
- Online with a ticketed collaborator

We understand that there may be occasions where you may not have access to a computer, tablet or mobile device, or situations where connectivity is poor, therefore you also have the option to print off paper versions of all assessment tools and forms from the RPS website and upload these using the 'File Upload' tool. See **Section 10** for more details about this.

### 7.1 Online process with portfolio collaborator (educational supervisor or designated prescribing practitioner)

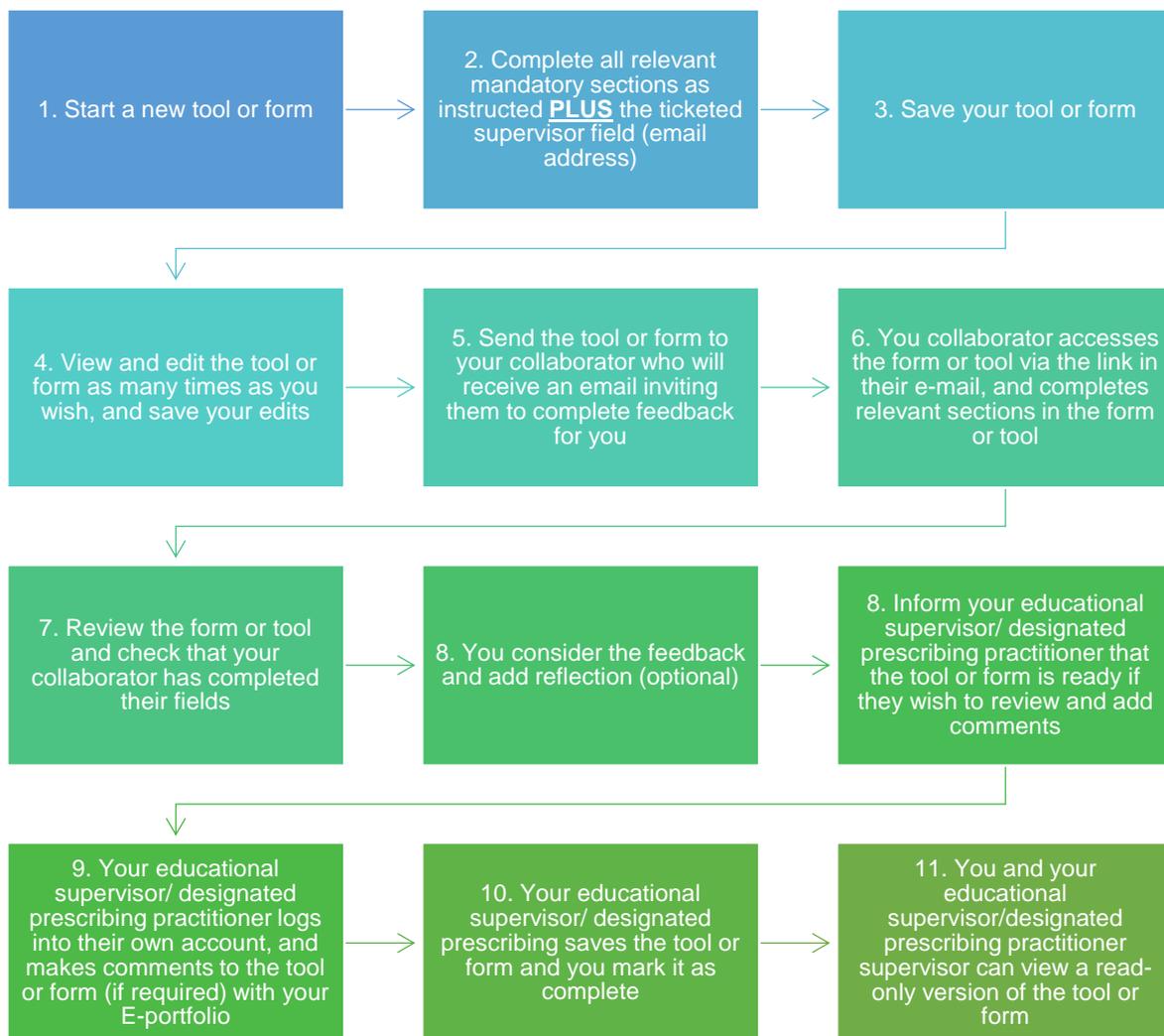
This process enables your educational supervisor or designated prescribing practitioner to complete the forms directly within the E-portfolio as they will have a registered E-portfolio account linked to yours. The process is outlined below:



## 7.2 Online process with ticketed collaborator

This process is for you to seek feedback from a collaborator, such as a practice supervisor, who does not have their own account within the E-portfolio. The process is known as a ticket, e-ticket, or e-ticketing.

**NOTE:** This process only provides collaborators 'one-time' access to complete a single assessment tool or form. If you would like a collaborator to provide feedback on more than one assessment tool or form, then you will need to send them a ticket for each one. The process is outlined below:

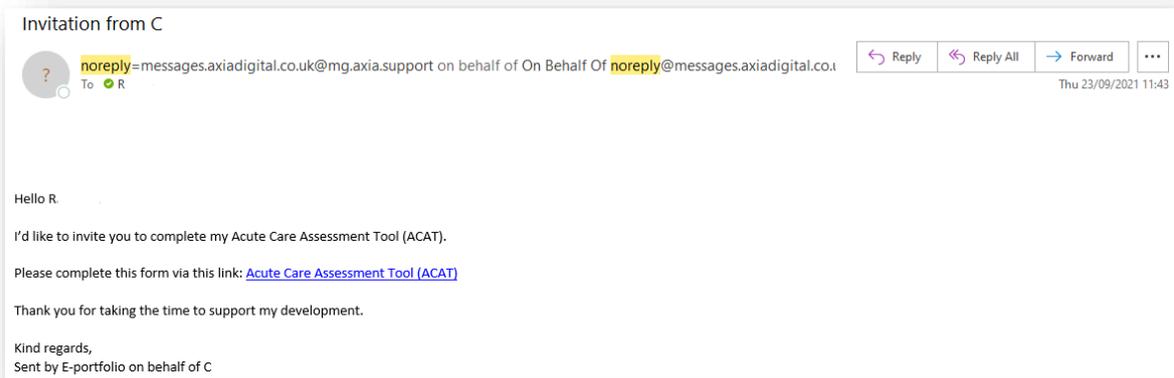


When you add the ticketed collaborator's email address, it triggers the option to send the form via an email link to them.



The ticketed collaborator will receive an automated email from the E-portfolio; an example is shown below.

Please advise your ticketed collaborator to also check their junk folder as the automated emails can occasionally be filtered out as spam.



Your ticketed collaborator will have 28 days to provide feedback with the e-ticketing process.

**NOTE:** The E-portfolio does not display details of when the invitation was sent, therefore you will need to log in on a regular basis and check whether your ticketed collaborator has provided feedback.

You can re-send them reminders if the email has not been received or has been deleted in error. If you have entered the incorrect email address, you can cancel the invitation, enter in the correct email, and send a new ticket invitation.



If your ticketed collaborator is not able to provide feedback, you have the option of sending the invitation to another ticketed collaborator. Simply cancel the invitation and enter in the details for the alternative ticketed collaborator.

**NOTE:** If you cancel the invitation, the email to your original ticketed collaborator will no longer work and if they try to access the form or tool, they will receive a message informing them that they do not have access.

When you have sent a ticket it will appear in your list of created tickets at the top of the supervised learning event summary page.

Created Tickets			
Date Invited	Recipient	Form	Status
13/10/2021	rachael.parsons@rpharms.com	Acute Care Assessment Tool (ACAT)	Sent

When the ticketed collaborator has completed the form, the status will change to submitted.

### 7.3 Editing and viewing tools and forms

You can edit any tools and forms by selecting “**Edit**” within the tool/form summary page.

You will be able to make edits until you mark the form as complete.

Acute Care Assessment Tool (ACAT)				
[click to toggle]				
Title	Date of Assessment	Date Created	Completed	Actions
Discussion of Pharmaceutical Management of IECOPD	20/09/2021	22/09/2021		View Edit
ACAT	22/09/2021	22/09/2021		View Edit

### 7.4 Marking tools and forms complete

When the tool or form doesn’t require any further input, you are able to mark it as complete by selecting “**Update and Complete Record**”.



Once a tool or form is marked as complete it will only appear in “**View**” mode, and details of who it was signed off by (and the date it was signed off) will be populated in the ‘Completed’ column. **After the tool or form has been marked as complete it cannot be edited.**

Discussion of complex Stroke Patient	20/09/2021	21/09/2021	J	on 21/09/2021	<a href="#">View</a>
Discussion of a Cardiology Patient	20/09/2021	20/09/2021	J	on 20/09/2021	<a href="#">View</a>
					<a href="#">Start New Form</a>

Supervised learning events and file uploads that have been started or marked as complete will be included in the framework summary count for the outcomes they have mapped to (see section 4.2).

You can view any tools and forms by selecting “**View**” within the tool/ form summary page. This will display a read only version of the record.

Acute Care Assessment Tool (ACAT)				
<a href="#">[click to toggle]</a>				
Title	Date of Assessment	Date Created	Completed	Actions
Discussion of Pharmaceutical Management of IECOPD	20/09/2021	22/09/2021		<a href="#">View</a> <a href="#">Edit</a>
ACAT	22/09/2021	22/09/2021		<a href="#">View</a> <a href="#">Edit</a>

**NOTE:** There is no functionality to delete records within the E-portfolio. If you create a record in error, you can edit and update the record to reflect another activity conducted in practice.

## 8. Assessment tools including supervised learning events

A range of assessment tools, including supervised learning events, are included in the E-portfolio to demonstrate your learning and competence against the outcomes and descriptors. The following tools are included in the RPS post-registration foundation E-portfolio:

### Supervised learning events

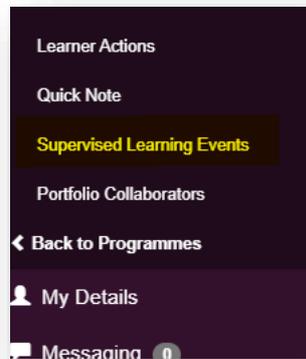
- Acute care assessment tool (ACAT)
- Case Based Discussion (CbD)
- Case presentation (CP)
- Clinical Evaluation Exercise (mini-CEX)
- Direct Observation of Non-Practical Skills (DONCS)
- Direct Observation of Practical Skills (DOPS)
- Journal Club Presentation (JCP)
- Leadership assessment skills (LEADER)
- Quality Improvement Project Assessment Tool (QIPAT)
- Teaching Observation (TO)

## Other tools

- Reflective Account (RA)
- Patient Survey (PS) – *coming soon*
- Multi-Source Feedback tool (MSF) – *coming soon*

These tools should be completed with your educational supervisor, designated prescribing practitioner or a ticketed collaborator. They are a record of feedback given from a collaborator on a learning event and allow you to demonstrate progress against the curriculum outcomes and clinical assessment skills. The collaborator will either directly observe you in practice or will have a discussion with you about a clinical / non-clinical encounter you have been involved in. They will provide you with feedback on how well you have demonstrated specific knowledge, skills, or attributes, and help to identify your learning and development needs.

Most of these tools can be accessed by selecting "**Supervised Learning Events**" in the navigation menu.



Supervised learning events can also be accessed directly from the dashboard.

Click on the tool you wish to access. You will then be directed to the summary page for that tool.

Supervised Learning Events	
Acute Care Assessment Tool (ACAT)	2 2
Clinical Evaluation Exercise (mini-CEX)	3 1
Case Based Discussion (CbD)	3 0
Case Presentation (CP)	2 0
Direct Observation of Non-Clinical Skills (DONCS)	1 1
Direct Observation of Practical Skills (DOPS)	11 0
Journal Club Presentation (JCP)	2 0
Leadership Assessment Skills (LEADER)	2 0
Reflective Account (RA)	0 2
Teaching Observation (TO)	2 0
Quality Improvement Project Assessment Tool (QIPAT)	2 0

Other Records	
File Upload	2
Learning Needs Analysis (LNA)	2
Meeting Record	3
Learner Actions	24

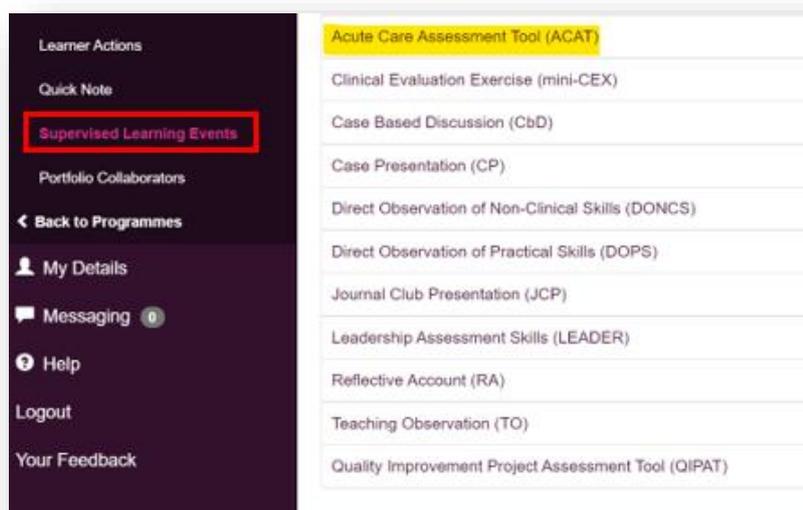
Quick Notes		Start New
Open	Closed	
Patient with COVID vaccine related thrombi	View	Edit
mIN cEX IDEA	View	Edit

## 8.1 Acute care assessment tool (ACAT)

This 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.

### 8.1.1 Creating and completing an Acute Care Assessment Tool

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



Select **“Start New Form”** to create a new record.

Acute Care Assessment Tool (ACAT)				
<small>[click to toggle]</small>				
Title	Date of Assessment	Date Created	Completed	Actions
ACAT 1	15/10/2021	12/10/2021		<a href="#">View</a> <a href="#">Edit</a>

[Start New Form](#)

The ‘Acute Care Assessment Tool’ form will appear. Complete the required fields as instructed EXCEPT the ‘Collaborator Email’ field which triggers the ticketed process.

### Acute Care Assessment Tool (ACAT)

[click to toggle]  
[← Back](#)

---

#### ACAT Details

**Title \***

**Date of Assessment \***

---

#### Collaborator

**Collaborator Name**

**Collaborator Email**

**Collaborator Position \***

**Collaborator Profession \***

[Create Record](#)

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

**Framework Mapping**

Consider what learning outcome(s) this record provides evidence for and map to all that apply

## Domain 1. Person-centred care and collaboration

Domain 1. Person-centred care and collaboration

Communicates effectively, placing the person at the centre of any interaction

- 1.1 Communicates effectively with people receiving care and colleagues.
- 1.2 Treats others as equals and with dignity and respect, supporting them regardless of individual circumstances or background; actively promotes this in their practice

Delivers person- centred care

- 1.3 Consults with people through open conversation; explores physical, psychological and social aspects for that person, remaining open to what a person might share; empowers the person creating an environment to support shared decision making around personal healthcare outcomes and changes to health behaviour
- 1.4 Demonstrates empathy; seeking to understand a situation from the perspective of each person
- 1.5 Always keeps the person at the centre of their approach to care
- 1.6 Supports and facilitates the seamless continuity of care for each person

[Create Record](#)

**NOTE:** You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

Continue and complete the rest of the form as instructed. When you have completed the mandatory fields, select **“Create record”**.



You will receive confirmation that the record has been saved and created.

**Acute Care Assessment Tool (ACAT)**

[click to toggle]

[← Back](#)

**Success!** Your action was completed successfully. X

**ACAT Details**

You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

Your educational supervisor or designated prescribing practitioner will complete their sections of the form and either you or your collaborator will populate the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in “**Learner Actions**”.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select “**Update Record**”.

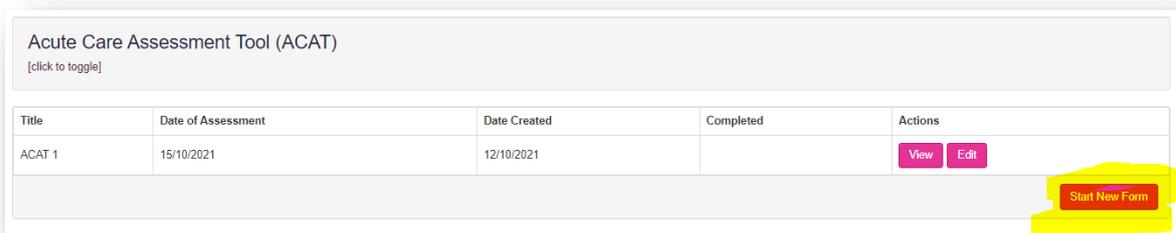
When the form is finished, select “**Update and Complete Record**” and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.



### 8.1.2 Seeking feedback on an Acute Care Assessment Tool via a ticket

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

Select “**Start New Form**” to create a new record.



The ‘Acute Care Assessment tool’ form will appear. Complete the required fields as instructed INCLUDING the collaborator email address field.

**ACAT Details**

**Title \***

**Date of Assessment \***

**Collaborator**

**Collaborator Name**

**Collaborator Email**

**Collaborator Position \***

**Collaborator Profession \***

**Collaborator Declaration:** I can confirm I have read the RPS collaborator guidance and have the appropriate experience to complete this assessment. I confirm I have completed the  Yes

Create Record and Send Email to Collaborator

Create Record

**NOTE:** You will notice that there are rating fields that you will not be able to complete. These are fields for your collaborators.

Continue and complete the rest of the form as instructed. Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

### Domain 1. Person-centred care and collaboration

Domain 1. Person-centred care and collaboration

Communicates effectively, placing the person at the centre of any interaction

- 1.1 Communicates effectively with people receiving care and colleagues.
- 1.2 Treats others as equals and with dignity and respect, supporting them regardless of individual circumstances or background; actively promotes this in their practice

Delivers person-centred care

- 1.3 Consults with people through open conversation; explores physical, psychological and social aspects for that person, remaining open to what a person might share; empowers the person creating an environment to support shared decision making around personal healthcare outcomes and changes to health behaviour
- 1.4 Demonstrates empathy; seeking to understand a situation from the perspective of each person
- 1.5 Always keeps the person at the centre of their approach to care
- 1.6 Supports and facilitates the seamless continuity of care for each person

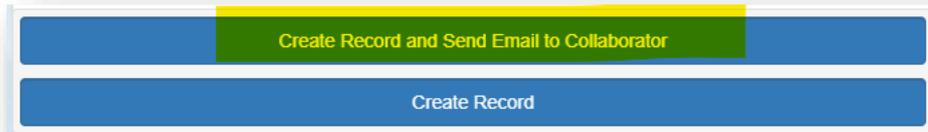
Collaborates with the wider pharmacy and multidisciplinary team

- 1.7 Builds strong relationships across the multidisciplinary team; works in partnership to promote positive outcomes
- 1.8 Demonstrates confidence in speaking to healthcare professionals across the multidisciplinary team; seeking to use appropriate language to influence others

Create Record and Send Email to Collaborator

Create Record

When you have completed all the required fields, select **“Create Record and Send Email to Collaborator”**.



The form will update, and you will receive confirmation that the email has been sent.

A screenshot of the "Acute Care Assessment Tool (ACAT)" form. At the top, it says "Acute Care Assessment Tool (ACAT)" with a "[click to toggle]" link and a "Back" button. Below this is a green success message: "Success! Your action was completed successfully." The form is divided into sections: "ACAT Details" with fields for "Title \*" (containing "ACAT 3") and "Date of Assessment \*" (containing "08/10/2021"); "Collaborator" section with "Collaborator Name" (containing "Test user") and "Collaborator Email" (containing "testuser@gmail.com (Invited)" and links for "Resend Invitation / Cancel Invitation").

Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

Your educational supervisor or designated prescribing practitioner will complete any additional fields on the form, and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions**'.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select "**Update Record**".

When the form is finished, select "**Update and Complete Record**" and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

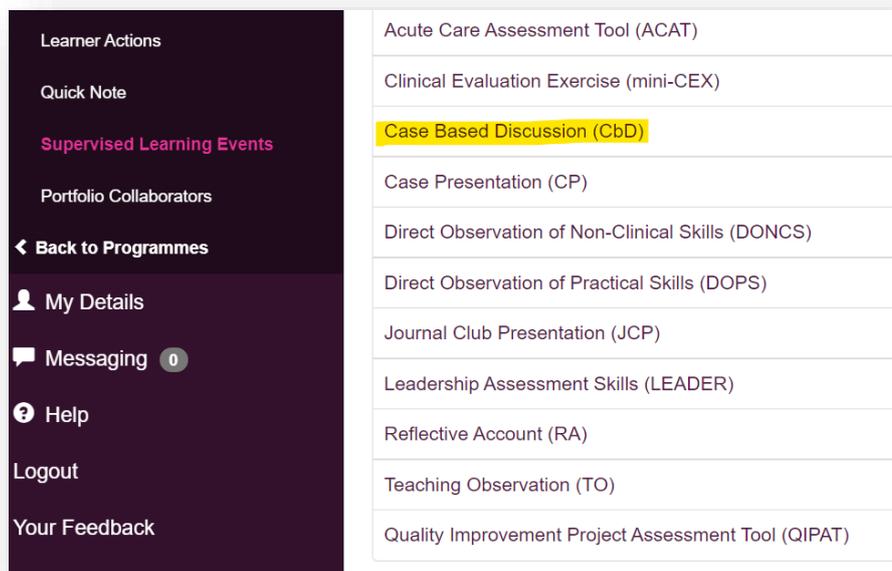


## 8.2 Case Based Discussion (CbD)

This 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.

### 8.2.1 Creating and completing a Case Based Discussion

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



Select “**Start New Form**” to create a new record.



The ‘Case Based Discussion’ form will appear. Complete the required fields as instructed EXCEPT the ‘Collaborator Email’ field which triggers the ticketed process.

### Case Based Discussion (CbD)

[click to toggle]  
 ◀ Back

---

#### Assessment Details

**Title \***

**Date of Assessment \***  

---

#### Collaborator

**Collaborator Name**

**Collaborator Email**

**Collaborator Position \***

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

### Framework Mapping

Consider what learning outcome(s) this record provides evidence for and map to all that apply

## Domain 1. Person-centred care and collaboration

#### Domain 1. Person-centred care and collaboration

Communicates effectively, placing the person at the centre of any interaction

- 1.1 Communicates effectively with people receiving care and colleagues.
- 1.2 Treats others as equals and with dignity and respect, supporting them regardless of individual circumstances or background; actively promotes this in their practice

Delivers person- centred care

- 1.3 Consults with people through open conversation; explores physical, psychological and social aspects for that person, remaining open to what a person might share; empowers the person creating an environment to support shared decision making around personal healthcare outcomes and changes to health behaviour
- 1.4 Demonstrates empathy; seeking to understand a situation from the perspective of each person
- 1.5 Always keeps the person at the centre of their approach to care
- 1.6 Supports and facilitates the seamless continuity of care for each person

[Create Record](#)

**NOTE:** You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

Continue and complete the rest of the form as instructed. When you have completed the mandatory fields, select **“Create record”**.



You will receive confirmation that the record has been saved and created.

A screenshot of a "Case Based Discussion (CbD)" form. At the top, it says "Case Based Discussion (CbD)" with a "[click to toggle]" link and a "Back" button. Below that is a green success message: "Success! Your action was completed successfully." The form is divided into sections: "Assessment Details" with fields for "Title" (CbD) and "Date of Assessment" (22/09/2021); "Collaborator" with fields for "Collaborator Name" (Joe Bloggs), "Collaborator Email (required for sending tickets only)", and "Collaborator Position" (ES).

You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

Your educational supervisor or designated prescribing practitioner will complete their sections of the form, and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in **“Learner Actions”**.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

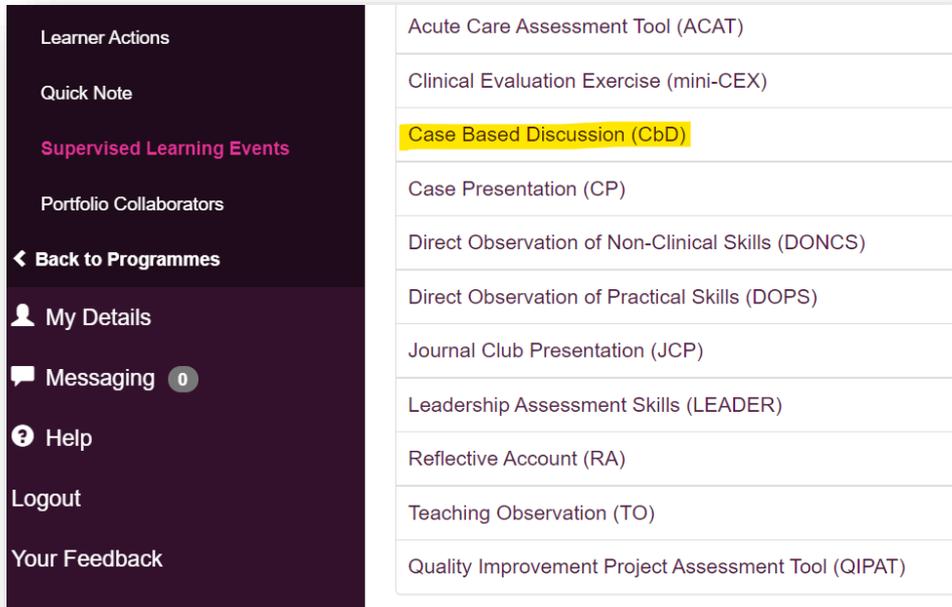
If at any point you want to **save any edits** made to the form, select **“Update Record”**.

When the form is finished, select **“Update and Complete Record”** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.



## 8.2.2 Seeking feedback on a Case Based Discussion via a ticket

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



Select “**Start New Form**” to create a new record.



The 'Case Based Discussion tool' form will appear. Complete the required fields as instructed INCLUDING the collaborator email address field.

Case Based Discussion (CbD)

[click to toggle]  
 ◀ Back

Assessment Details

Title \* Asthma review

Date of Assessment \* 12/10/2021

Collaborator

Collaborator Name Rachael Parsons

Collaborator Email rachael.parsons@rpharms.com

Collaborator Position \* Pharmacist

Create Record and Send Email to Collaborator

Create Record

**NOTE:** You will notice that there are rating fields that you will not be able to complete. These are fields for your ticketed collaborators.

Continue and complete the rest of the form as instructed. Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

Domain 1. Person-centred care and collaboration

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- 1.5 Always keeps the person at the centre of their approach to care
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Collaborates with the wider pharmacy and multidisciplinary team

- 1.7 Builds strong relationships across the multidisciplinary team; works in partnership to promote positive outcomes
- 1.8 Demonstrates confidence in speaking to healthcare professionals across the multidisciplinary team; seeking to use appropriate

Create Record and Send Email to Collaborator

Create Record

When you have completed all the required fields, select **“Create Record and Send Email to Collaborator”**.

Create Record and Send Email to Collaborator

Create Record

The form will update, and you will receive confirmation that the email has been sent.

The screenshot shows a web form titled "Case Based Discussion (CbD)". At the top left, there is a "[click to toggle]" link and a "Back" button with a left-pointing arrow. Below the title is a green success message: "Success! Your action was completed successfully." with a close button (X) on the right. The form is divided into sections: "Assessment Details" and "Collaborator". Under "Assessment Details", there are two input fields: "Title \*" with the value "Asthma review" and "Date of Assessment \*" with the value "12/10/2021" and a calendar icon. Under "Collaborator", there are two input fields: "Collaborator Name" with the value "Rachael Parsons" and "Collaborator Email" with the value "rachael.parsons@rpharms.com (Invited)". Below the email field are two small links: "Resend Invitation / Cancel Invitation".

Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

Your educational supervisor or designated prescribing practitioner will complete any additional fields on the form, and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions**'.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select "**Update Record**".

When the form is finished, select "**Update and Complete Record**" and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

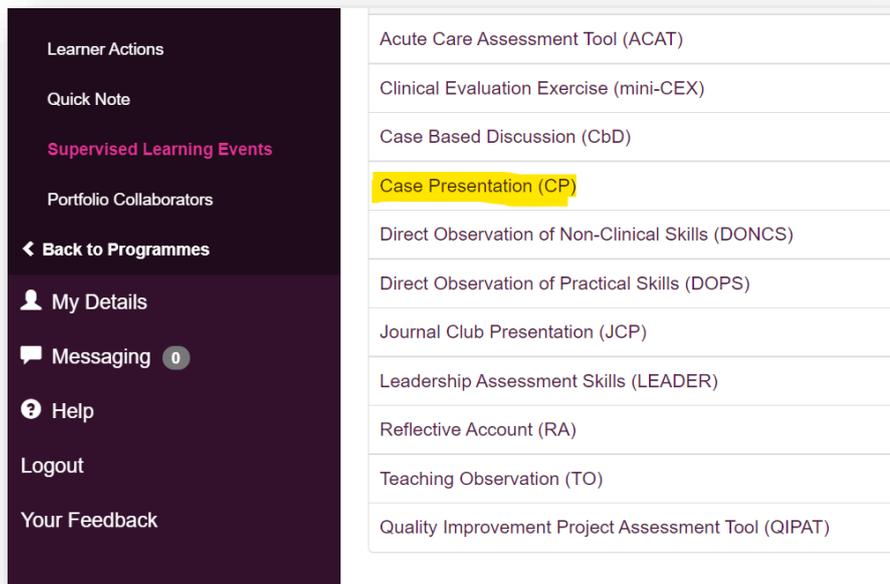


### 8.3 Case Presentation (CP)

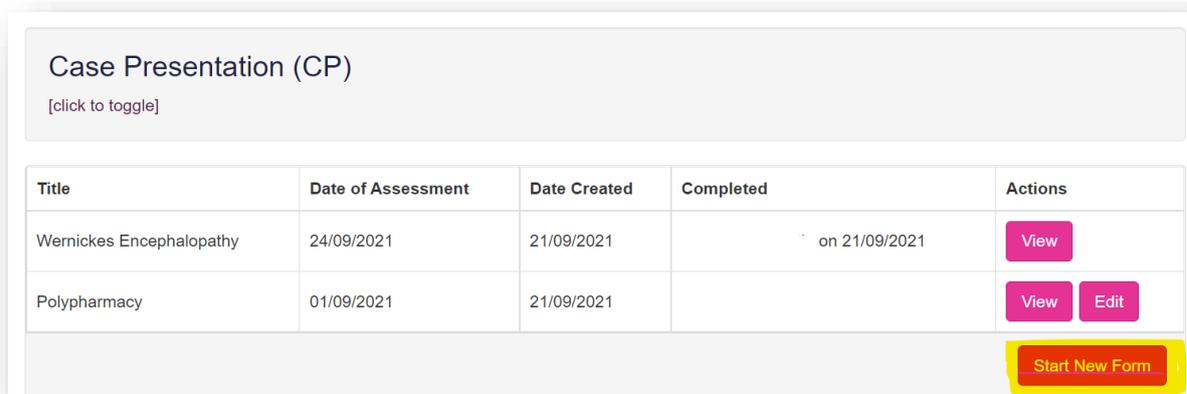
This tool is an evaluation of your ability to effectively present a case to colleagues demonstrating effective clinical assessment and management, decision making, team working and time management.

#### 8.3.1 Creating and completing a Case Presentation

On the menu select “Supervised Learning Events” then “Case presentation (CP)” or select “Case presentation (CP)” from the dashboard.



Select “Start New Form” to create a new record.



The form will appear. Complete the required fields as instructed EXCEPT the ‘Collaborator Email’ field which triggers the ticketed process.

### Case Presentation (CP)

[click to toggle]  
[← Back](#)

---

**Assessment Details**

Title \*

Date of Assessment \*  📅

---

**Collaborator**

Collaborator Name \*

Collaborator Email (required for sending tickets only)

Collaborator Position \*

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

### Framework Mapping\*

Consider what learning outcome(s) this record provides evidence for and map to all that apply

## Domain 1. Person-centred care and collaboration

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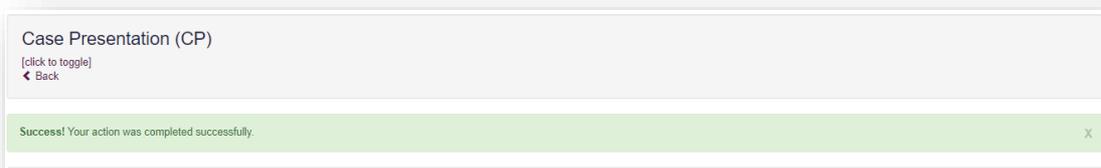
Create Record

**NOTE:** You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

Continue and complete the rest of the form as instructed. When you have completed the mandatory fields, select **“Create record”**.



You will receive confirmation that the record has been saved and created.



You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

Your educational supervisor or designated prescribing practitioner will complete their sections of the form and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in **“Learner Actions”**.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select **“Update Record”**

When the form is finished, select **“Update and Complete Record”** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.



### 8.3.2 Seeking feedback on a Case Presentation via a ticket

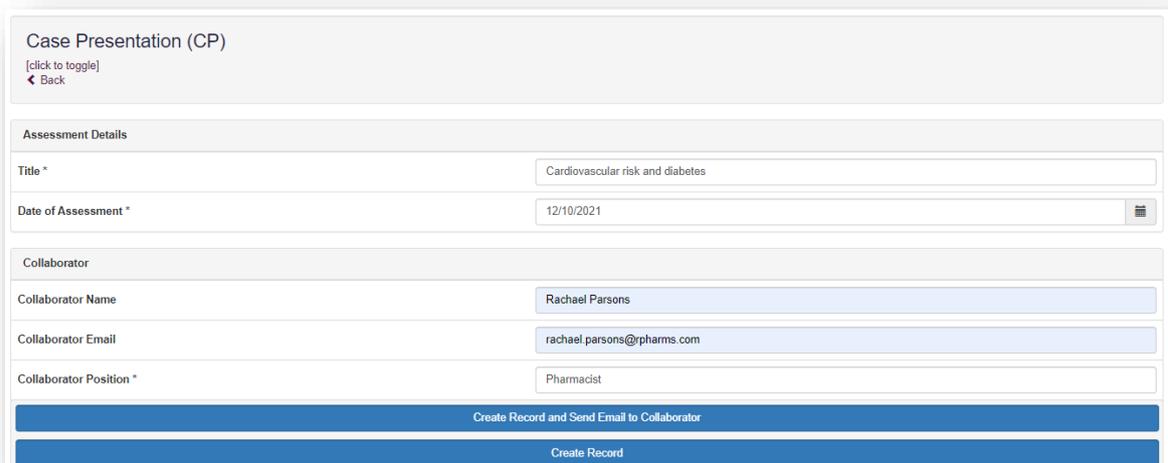
On the menu, select “**Supervised Learning Events**” then “**Case presentation (CP)**” or select “**Case presentation (CP)**” from the dashboard.

Select “**Start New Form**” to create a new record.



The screenshot shows a web interface for 'Case Presentation (CP)'. At the top, it says 'Case Presentation (CP)' with a '[click to toggle]' link. Below that, it states 'No existing records found.' In the bottom right corner, there is a pink button labeled 'Start New Form'.

The 'Case Presentation' form will appear. Complete the required fields as instructed INCLUDING the collaborator email address field.



The screenshot shows the 'Case Presentation (CP)' form. It has a header with 'Case Presentation (CP)' and a '[click to toggle]' link, along with a 'Back' button. The form is divided into sections: 'Assessment Details' with fields for 'Title \*' (Cardiovascular risk and diabetes) and 'Date of Assessment \*' (12/10/2021); and 'Collaborator' with fields for 'Collaborator Name' (Rachael Parsons), 'Collaborator Email' (rachael.parsons@pharms.com), and 'Collaborator Position \*' (Pharmacist). At the bottom, there are two blue buttons: 'Create Record and Send Email to Collaborator' and 'Create Record'.

**NOTE:** You will notice that there are rating fields that you will not be able to complete. These are fields for your ticketed collaborators.

Continue and complete the rest of the form as instructed. Remember to complete the framework mapping.

### Domain 1. Person-centred care and collaboration

Domain 1. Person-centred care and collaboration

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Collaborates with the wider pharmacy and multidisciplinary team

- 1.7 Builds strong relationships across the multidisciplinary team; works in partnership to promote positive outcomes
- 1.8 Demonstrates confidence in speaking to healthcare professionals across the multidisciplinary team; seeking to use appropriate language to influence others

[Create Record and Send Email to Collaborator](#)

[Create Record](#)

When you have completed all the required fields, select **“Create Record and Send Email to Collaborator”**.

[Create Record and Send Email to Collaborator](#)

[Create Record](#)

The form will update, and you will receive confirmation that the email has been sent.

Case Presentation (CP)

[\[click to toggle\]](#)  
[← Back](#)

Success! Your action was completed successfully. X

**Assessment Details**

Title \*

Date of Assessment \*

**Collaborator**

Collaborator Name

Collaborator Email   
[Resend Invitation](#) / [Cancel Invitation](#)

Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

Your educational supervisor or designated prescribing practitioner will complete any additional fields on the form, and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in ‘**Learner Actions**’.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select “**Update Record**”.

When the form is finished, select “**Update and Complete Record**” and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

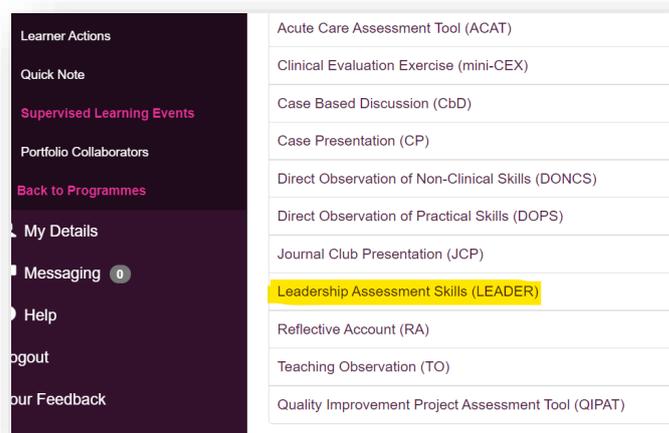


## 8.4 Leadership Assessment Skills (LEADER)

This tool is an evaluation of your leadership and team working capabilities.

### 8.4.1 Creating and completing a Leadership Assessment Skills

On the menu select “**Supervised Learning Events**” then “**Leadership assessment skills (LEADER)**” or select “**Leadership assessment skills (LEADER)**” from the dashboard.



Select “**Start New Form**” to create a new record.

### Leadership Assessment Skills (LEADER)

[\[click to toggle\]](#)

No existing records found.

[Start New Form](#)

The 'Leadership Assessment Skills' form will appear. Complete the required fields as instructed EXCEPT the 'Collaborator Email' field which triggers the ticketed process.

### Leadership Assessment Skills (LEADER)

[\[click to toggle\]](#)  
[← Back](#)

**Assessment Details**

**Title \***

**Date of Assessment \***  📅

**Collaborator**

**Collaborator Name \***

**Collaborator Email (required for sending tickets only)**

**Collaborator Position \***

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

**Framework Mapping\***

Consider what learning outcome(s) this record provides evidence for and map to all that apply

## Domain 1. Person-centred care and collaboration

Domain 1. Person-centred care and collaboration

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- 1.5 Always keeps the person at the centre of their approach to care
- 1.6 Supports and facilitates the seamless continuity of care for each person

**Create Record**

**NOTE:** You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

Continue and complete the rest of the form as instructed. When you have completed the mandatory fields, select **“Create record”**.



You will receive confirmation that the record has been saved and created.

Leadership Assessment Skills (LEADER)

[click to toggle]  
 ◀ Back

Success! Your action was completed successfully. X

**Assessment Details**

Title \* LEADER

Date of Assessment \* 05/10/2021

**Collaborator**

Collaborator Name \* Joe Bloggs

Collaborator Email (required for sending tickets only)

Collaborator Position \* ES

Update Record

You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

Your educational supervisor or designated prescribing practitioner will complete their sections of the form and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in **'Learner Actions'**.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select **"Update Record"**.

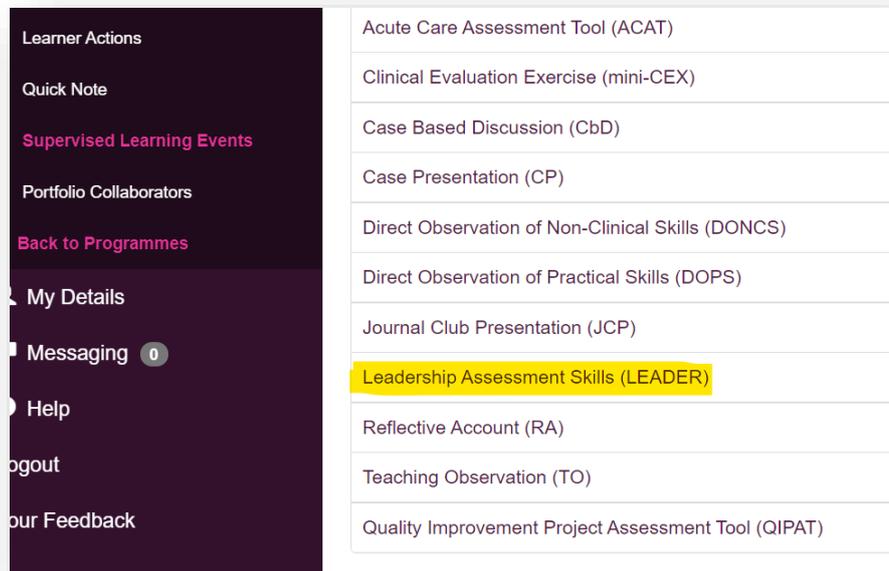
When the form is finished, select **"Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

Update and Complete Record

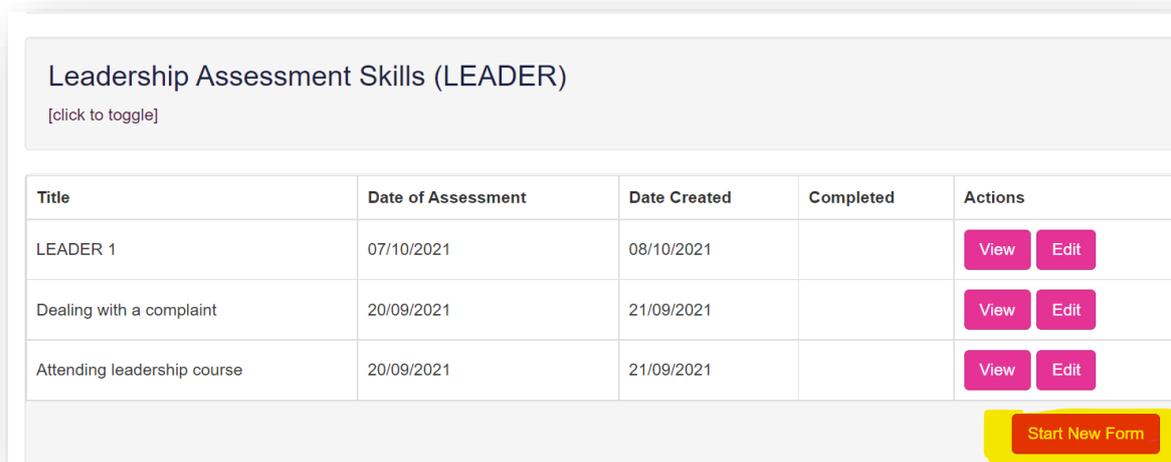
Update Record

## 8.4.2 Seeking feedback on a Leadership Assessment Skills via a ticket

On the menu, select “**Supervised Learning Events**” then “**Leadership Assessment Skills (LEADER)**” or select “**Leadership Assessment Skills**” from the dashboard.



Select “**Start New Form**” to create a new record.



The ‘Leadership Assessment Skills’ form will appear. Complete the required fields as instructed INCLUDING the collaborator email address.

Toggle menu Session expires in 33:29

## Leadership Assessment Skills (LEADER)

[click to toggle]  
 < Back

---

**Assessment Details**

Title \*

Date of Assessment \*

---

**Collaborator**

Collaborator Name

Collaborator Email

Collaborator Position \*

**Create Record and Send Email to Collaborator**

**Create Record**

**NOTE:** You will notice that there are rating fields that you will not be able to complete. These are fields for your collaborators.

Continue and complete the rest of the form as instructed. Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

### Domain 1. Person-centred care and collaboration

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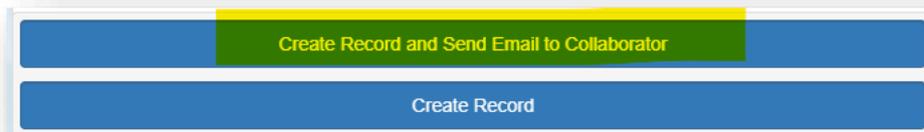
Collaborates with the wider pharmacy and multidisciplinary team

- 1.7 Builds strong relationships across the multidisciplinary team; works in partnership to promote positive outcomes
- 1.8 Demonstrates confidence in speaking to healthcare professionals across the multidisciplinary team; seeking to use appropriate language to influence others

**Create Record and Send Email to Collaborator**

**Create Record**

When you have completed all the required fields, select **“Create Record and Send Email to Collaborator”**.



The form will update, and you will receive confirmation that the email has been sent.

The screenshot shows a web form titled "Leadership Assessment Skills (LEADER)". At the top left, there is a "[click to toggle]" link and a "Back" button. A green success message banner reads "Success! Your action was completed successfully." Below this is the "Assessment Details" section with fields for "Title \*" (LEADER 1) and "Date of Assessment \*" (07/10/2021). The "Collaborator" section includes "Collaborator Name" (Test user), "Collaborator Email" (testuser@gmail.com (Invited) with links for "Resend Invitation / Cancel Invitation"), and "Collaborator Position \*" (Education Lead). A blue "Update Record" button is at the bottom.

Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

Your educational supervisor or designated prescribing practitioner will complete any additional fields on the form, and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions**'.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select "**Update Record**".

When the form is finished, select "**Update and Complete Record**" and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

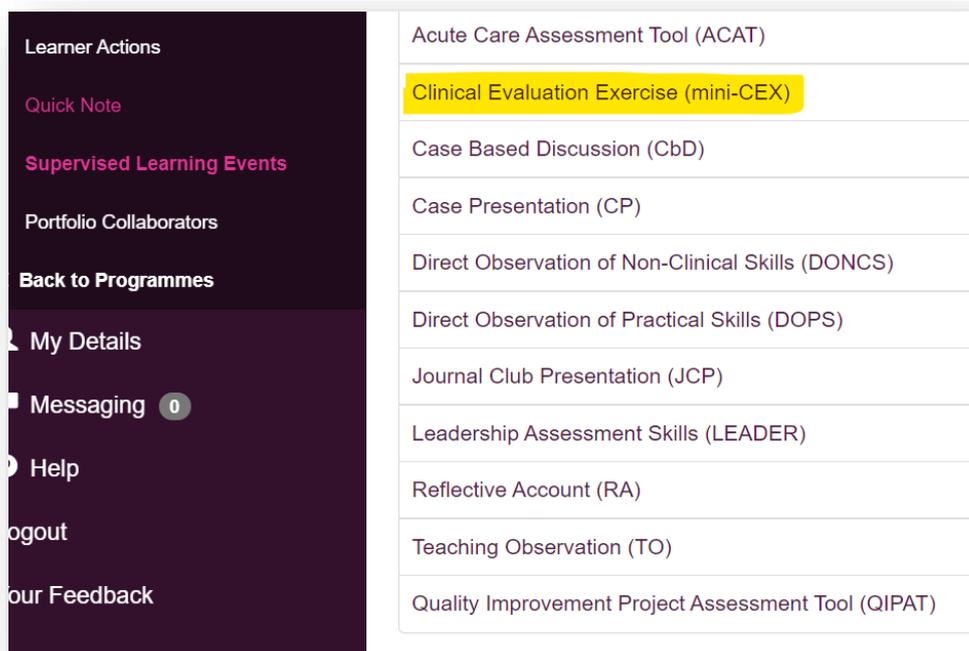


## 8.5 Clinical Evaluation Exercise (mini-CEX)

This 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.

### 8.5.1 Creating and completing a mini-Clinical Evaluation Exercise

On the menu select “**Supervised Learning Events**” then “**Clinical Evaluation Exercise (mini-CEX)**” or selecting “**Clinical Evaluation Exercise**” from the dashboard.



Select “**Start New**” to create a new record.

Clinical Evaluation Exercise (mini-CEX)				
[click to toggle]				
Title	Date of Assessment	Date Created	Completed	Actions
Blood Pressure	02/09/2021	21/09/2021	on 21/09/2021	<a href="#">View</a>
Medicines Reconciliation process	20/09/2021	21/09/2021		<a href="#">View</a> <a href="#">Edit</a>

[Start New Form](#)

The 'Clinical Evaluation Form' form will open. Complete the required fields as instructed EXCEPT the 'Collaborator Email' field which triggers the ticketed process.

Clinical Evaluation Exercise (mini-CEX)	
[click to toggle]	
<a href="#">← Back</a>	
Mini-CEX Details	
Title *	<input type="text" value="mini-CEX 1"/>
Date of Assessment *	<input type="text" value="18/10/2021"/> 
Collaborator	
Collaborator Name	<input type="text" value="Joe Bloggs"/>
Collaborator Email	<input type="text"/>
Collaborator Position *	<input type="text" value="ES"/>
Collaborator Profession *	<input type="text" value="Pharmacy"/>

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

**Framework Mapping\***

Consider what learning outcome(s) this record provides evidence for and map to all that apply

## Domain 1. Person-centred care and collaboration

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Delivers person- centred care

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[Create Record](#)

**NOTE:** You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

Continue and complete the rest of the form as instructed. When you have completed the mandatory fields, select **“Create record”**.



You will receive confirmation that the record has been saved and created.

Clinical Evaluation Exercise (mini-CEX)

[click to toggle]  
[← Back](#)

Success! Your action was completed successfully. X

You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

Your educational supervisor or designated prescribing practitioner will complete their sections of the form and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in **'Learner Actions'**.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

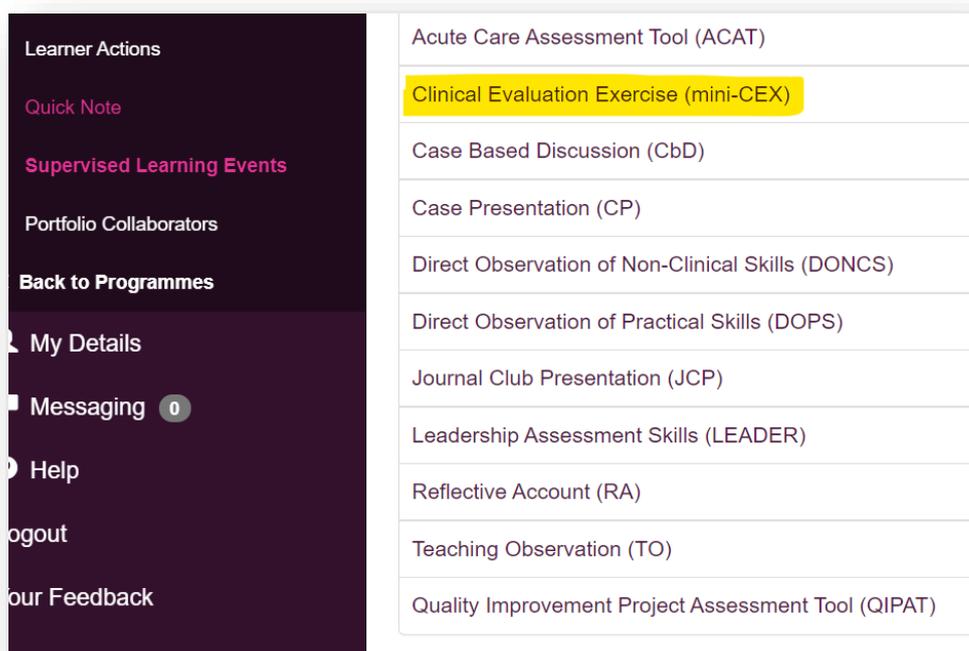
If at any point you want to **save any edits** made to the form, select **"Update Record"**.

When the form is finished, select **"Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.



## 8.5.2 Seeking feedback on a mini-Clinical Evaluation Exercise via a ticket

On the menu, select **"Supervised Learning Events"** then **"Clinical Evaluation Exercise (mini-CEX)"** or select **"Clinical Evaluation Exercise (mini-CEX)"** from the dashboard.



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

Clinical Evaluation Exercise (mini-CEX)				
Title	Date of Assessment	Date Created	Completed	Actions
Mini CEX 1	06/11/2021	12/10/2021		View Edit

[Start New Form](#)

The form will appear. Complete the required fields as instructed INCLUDING the collaborator email address fields.

**Clinical Evaluation Exercise (mini-CEX)**  
(click to toggle)  
[← Back](#)

---

**Mini-CEX Details**

Title \*

Date of Assessment \*

---

**Collaborator**

Collaborator Name

Collaborator Email

Collaborator Position \*

Collaborator Profession \*

Collaborator Declaration: I can confirm I have read the RPS collaborator guidance and have the appropriate experience to complete this assessment. I confirm I have completed the assessment objectively and independently. \*  Yes

---

**Case Outline**

Summary of Case(s) \*

[Create Record and Send Email to Collaborator](#)

[Create Record](#)

**NOTE:** You will notice that there are rating fields that you will not be able to complete. These are fields for your collaborators.

Continue and complete the rest of the form as instructed. Remember to complete the framework mapping.

### Domain 1. Person-centred care and collaboration

Domain 1. Person-centred care and collaboration

Communicates effectively, placing the person at the centre of any interaction

- 1.1 Communicates effectively with people receiving care and colleagues.
- 1.2 Treats others as equals and with dignity and respect, supporting them regardless of individual circumstances or background; actively promotes this in their practice

Delivers person- centred care

- 1.3 Consults with people through open conversation; explores physical, psychological and social aspects for that person, remaining open to what a person might share; empowers the person creating an environment to support shared decision making around personal healthcare outcomes and changes to health behaviour
- 1.4 Demonstrates empathy; seeking to understand a situation from the perspective of each person
- 1.5 Always keeps the person at the centre of their approach to care
- 1.6 Supports and facilitates the seamless continuity of care for each person

Collaborates with the wider pharmacy and multidisciplinary team

- 1.7 Builds strong relationships across the multidisciplinary team; works in partnership to promote positive outcomes
- 1.8 Demonstrates confidence in speaking to healthcare professionals across the multidisciplinary team; seeking to use appropriate language to influence others

**Create Record and Send Email to Collaborator**

**Create Record**

When you have completed all the required fields, select **“Create Record and Send Email to Collaborator”**.

**Create Record and Send Email to Collaborator**

**Create Record**

The form will update, and you will receive confirmation that the email has been sent.

Clinical Evaluation Exercise (mini-CEX)  
[click to toggle]  
 ◀ Back

Success! Your action was completed successfully. X

**Mini-CEX Details**

Title \*

Date of Assessment \*  📅

**Collaborator**

Collaborator Name

Collaborator Email  Resend Invitation / Cancel Invitation

Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

Your educational supervisor or designated prescribing practitioner will complete any additional fields on the form, and either you or your collaborator will complete the **Agreed**

**action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in **'Learner Actions'**.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select **"Update Record"**.

When the form is finished, select **"Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

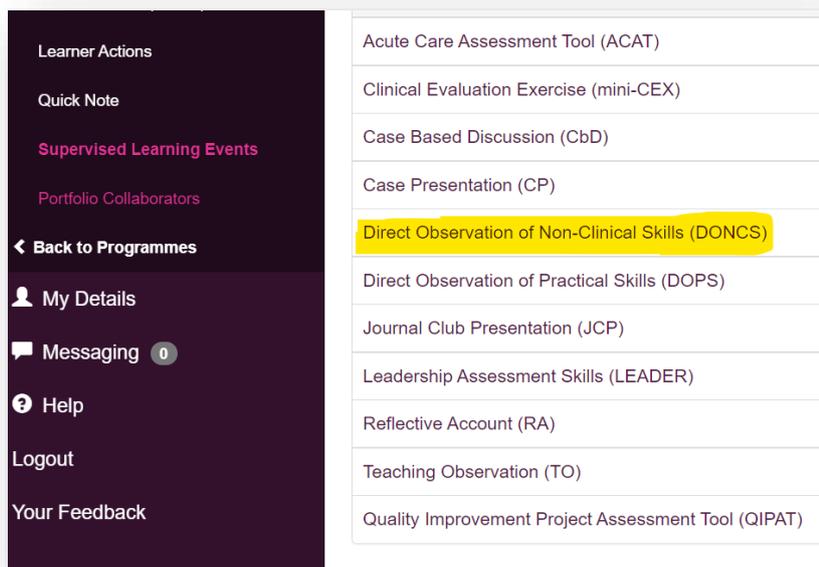


## 8.6 Direct Observation of Non-Clinical Skills (DONCS)

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

### 8.6.1 Creating and completing a Direct Observation of Non-Clinical Skills

On the menu select **"Supervised Learning Events"** then **"Direct Observation of Non-Clinical Skills (DONCS)"** or select **"Direct Observation of Non-Clinical Skills (DONCS)"** from the dashboard.



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

Direct Observation of Non-Clinical Skills (DONCS)				
[click to toggle]				
Title	Date of Assessment	Date Created	Completed	Actions
Chairing a MDT	20/09/2021	21/09/2021		<a href="#">View</a> <a href="#">Edit</a>
Giving feedback to a junior	20/09/2021	21/09/2021	Josh Miller on 21/09/2021	<a href="#">View</a>

[Start New Form](#)

The “Direction Observation of Non-Clinical Skills” from will appear. Complete the required fields as instructed EXCEPT the ‘Collaborator Email’ field which triggers the ticketed process.

**Direct Observation of Non-Clinical Skills (DONCS)**  
[click to toggle]  
[← Back](#)

---

**Assessment Details**

Title \*

Date of Assessment \*  📅

---

**Collaborator**

Collaborator Name

Collaborator Email

Collaborator Position \*

Collaborator profession \*

Collaborator Declaration: I can confirm I have read the RPS collaborator guidance and have the appropriate experience to complete this assessment. I confirm I have completed the assessment objectively and independently.  Yes I confirm

---

**Summary of Scenario**

Brief Summary of Scenario \*

[Create Record](#)

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for and map to all that apply

### Domain 3. Leadership and management

#### Domain 3. Leadership and management

##### Promotes pharmacy services and develops the profession

- 3.1 Proactively demonstrates and promotes the value of pharmacy to the public and other healthcare professionals
- 3.2 Communicates vision and goals to the wider pharmacy and multidisciplinary team to support with achieving group tasks

##### Recognises opportunities for change, innovation and quality improvement

- 3.3 Critically analyses business needs; is mindful of commercial aspects within the pharmacy context; recognises the changes to and the opportunities within the future role of pharmacists; seeks out opportunities to modify own approach and deliver / promote new pharmacy services
- 3.4 Draws upon networks to understand the range of clinical, medicines-related and public health activities offered by pharmacy across sectors and the care pathway
- 3.5 Is open to new approaches and ways of completing work tasks and appropriately challenges others to consider change to improve the quality of care; shares own innovative ideas to improve working practices, both internally and externally
- 3.6 Effectively identifies and raises concerns regarding patient safety; applies principles of risk management; seeks to improve the quality and safe use of medicines routinely

##### Demonstrates self-awareness, resilience and adaptability

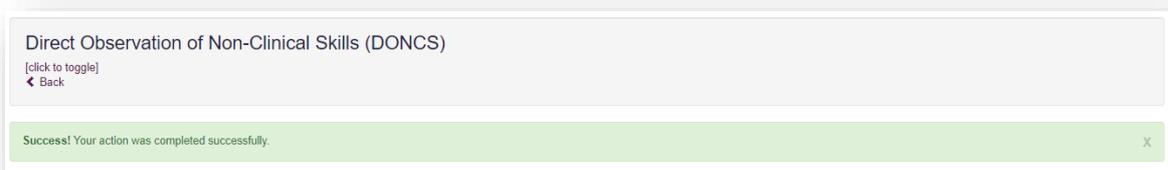
- 3.7 Demonstrates self-awareness and emotional intelligence within the role, reflects on and understands the impact a situation may have on one's own health and wellbeing
- 3.8 Remains composed even in challenging or high-pressured situations; develops and draws upon support network in challenging situations
- 3.9 Effectively, efficiently and safely manages multiple priorities; maintains accuracy when in a challenging situation; manages own time and workload calmly, demonstrating resilience
- 3.10 Adapts and works effectively in different environments within pharmacy by applying previous learning to new settings

**NOTE:** You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

Continue and complete the rest of the form as instructed. When you have completed the mandatory fields, select '**Create record**'.



You will receive confirmation that the record has been saved and created.



You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

Your educational supervisor or designated prescribing practitioner will complete their sections of the form and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions**'.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select **“Update Record”**.

When the form is finished, select **“Update and Complete Record”** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.



### 8.6.2 Seeking feedback on a Direct Observation of Non-Clinical Skills via a ticket

On the menu, select **“Supervised Learning Events”** then **“Direct Observation of Non-Clinical Skills (DONCS)”** or select **“Direct Observation of Non-Clinical Skills (DONCS)”** from the dashboard.

Select **“Start New Form”** to create a new record.

Direct Observation of Non-Clinical Skills (DONCS) <small>[click to toggle]</small>				
Title	Date of Assessment	Date Created	Completed	Actions
DONCS 1	04/11/2021	12/10/2021		<a href="#">View</a> <a href="#">Edit</a>

[Start New Form](#)

The 'Direct Observation of Non-Clinical Skills form will appear. Complete the required fields as instructed INCLUDING the collaborator email address fields.

### Direct Observation of Non-Clinical Skills (DONCS)

[click to toggle]  
[← Back](#)

---

**Assessment Details**

Title \*

Date of Assessment \*

---

**Collaborator**

Collaborator Name

Collaborator Email

Collaborator Position \*

Collaborator profession \*

Collaborator Declaration: I can confirm I have read the RPS collaborator guidance and have the appropriate experience to complete this assessment. I confirm I have completed the assessment objectively and independently. \*  Yes I confirm

---

**Summary of Scenario**

Brief Summary of Scenario \*

Create Record and Send Email to Collaborator

Create Record

**NOTE:** You will notice that there are rating fields that you will not be able to complete. These are fields for your collaborators.

Continue and complete the rest of the form as instructed.

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for and map to all that apply.

### Domain 3. Leadership and management

#### Domain 3. Leadership and management

##### Promotes pharmacy services and develops the profession

- 3.1 Proactively demonstrates and promotes the value of pharmacy to the public and other healthcare professionals
- 3.2 Communicates vision and goals to the wider pharmacy and multidisciplinary team to support with achieving group tasks

##### Recognises opportunities for change, innovation and quality improvement

- 3.3 Critically analyses business needs; is mindful of commercial aspects within the pharmacy context; recognises the changes to and the opportunities within the future role of pharmacists; seeks out opportunities to modify own approach and deliver / promote new pharmacy services

- 3.4 Draws upon networks to understand the range of clinical, medicines-related and public health activities offered by pharmacy across sectors and the care pathway

- 3.5 Is open to new approaches and ways of completing work tasks and appropriately challenges others to consider change to improve the quality of care; shares own innovative ideas to improve working practices, both internally and externally

- 3.6 Effectively identifies and raises concerns regarding patient safety; applies principles of risk management; seeks to improve the quality and safe use of medicines routinely

##### Demonstrates self-awareness, resilience and adaptability

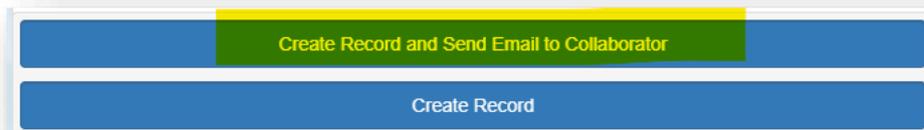
- 3.7 Demonstrates self-awareness and emotional intelligence within the role, reflects on and understands the impact a situation may have on one's own health and wellbeing

- 3.8 Remains composed even in challenging or high-pressured situations; develops and draws upon support network in challenging situations

- 3.9 Effectively, efficiently and safely manages multiple priorities; maintains accuracy when in a challenging situation; manages own time and workload calmly, demonstrating resilience

- 3.10 Adapts and works effectively in different environments within pharmacy by applying previous learning to new settings

When you have completed all the required fields, select "Create Record and Send Email to Collaborator".



The form will update, and you will receive confirmation that the email has been sent.

A screenshot of a web form titled "Direct Observation of Non-Clinical Skills (DONCS)". At the top left, there is a "[click to toggle]" link and a "Back" button. A green success message states "Success! Your action was completed successfully." Below this is a section titled "Assessment Details" with two input fields: "Title \*" containing "Organising rota" and "Date of Assessment \*" containing "12/10/2021". Another section titled "Collaborator" contains two input fields: "Collaborator Name" containing "Rachael Parsons" and "Collaborator Email" containing "rachael.parsons@rpharms.com (Invited)". Below the email field are links for "Resend Invitation / Cancel Invitation".

Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

Your educational supervisor or designated prescribing practitioner will complete any additional fields on the form, and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions**'.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select "**Update Record**".

When the form is finished, select "**Update and Complete Record**" and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

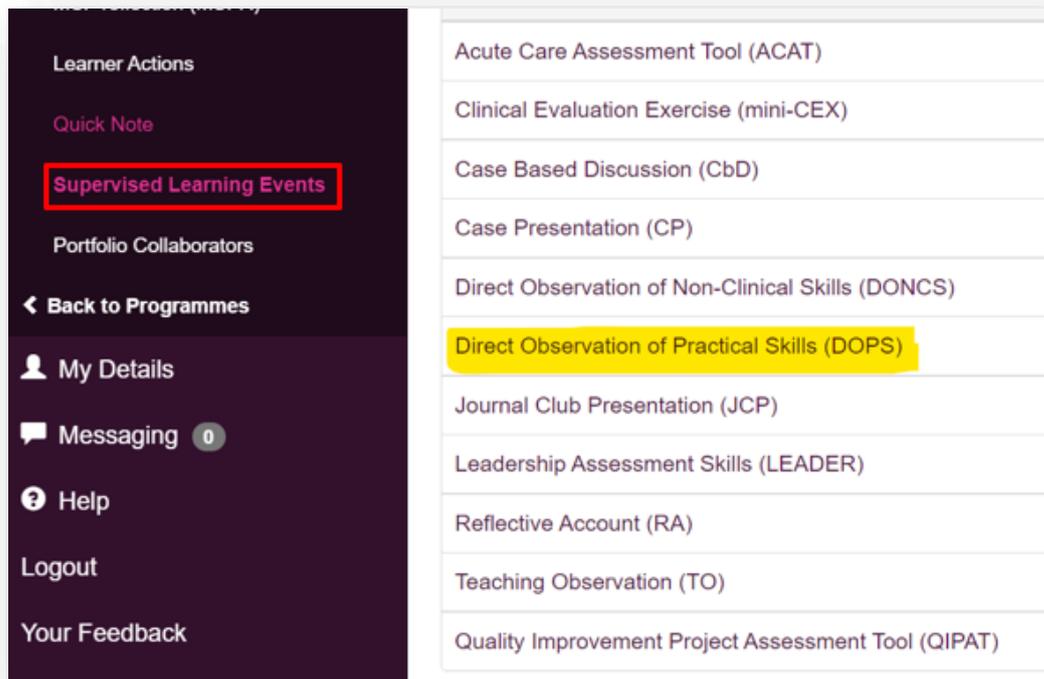


## 8.7 Direct Observation of Practical Skills (DOPS)

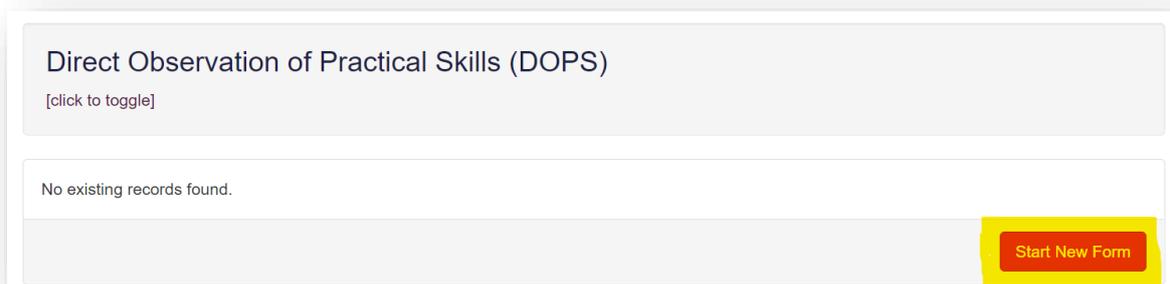
This tool is useful for demonstrating your ability to undertake a practical (clinical) skill.

### 8.7.1 Creating and completing a Direct Observation of Practical Skills

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



Select “**Start New**” to create a new record.



The “Direct Observation of Practical Skills” form will appear. Complete the required fields as instructed EXCEPT the ‘Collaborator Email’ field which triggers the ticketed process.

Direct Observation of Practical Skills (DOPS)  
[click to toggle]  
 ◀ Back

**Assessment Details**

Title \*

Date of Assessment \*

**Collaborator**

Collaborator Name

Collaborator Email

Collaborator Position \*

Collaborator profession \*

Collaborator Declaration: I can confirm I have read the RPS collaborator guidance and have the appropriate experience to complete this assessment. I confirm I have completed the assessment objectively and independently. \*  Yes

**Summary of Procedure**

Procedure being Observed \*

Create Record

Remember to complete the framework mapping. If the Direct Observation of Practical Skills is for one of the clinical assessment skills that forms part of the curriculum requirements, you can map the form to the relevant **clinical assessment skill**. For more details about Clinical Assessment Skills please refer to **Section 9**.

**Framework Mapping\***

Consider what learning outcome(s) this record provides evidence for and map to all that apply

**Clinical Assessment Skills**

- Blood pressure - manual
- Blood pressure - automated
- Heart rate and rhythm - manual
- Heart rate and rhythm - automated
- Temperature
- Respiratory rate
- Peak expiratory flow rate
- Chest (respiratory) examination
- Ear examination
- Nose examination

You should also consider what **outcomes** the “Direct Observation of Practical Skills” form provides evidence for, and map it to all that apply.

The screenshot shows a web form titled "Framework Mapping". Below the title is a prompt: "Consider what learning outcome(s) this record provides evidence for and map to all that apply". The main section is titled "Domain 1. Person-centred care and collaboration". Under this title, there are two sub-sections: "Communicates effectively, placing the person at the centre of any interaction" and "Delivers person-centred care". The first sub-section has two items, 1.1 and 1.2, both with checked checkboxes. The second sub-section has four items, 1.3, 1.4, 1.5, and 1.6, with checkboxes 1.4, 1.5, and 1.6 checked, while 1.3 is unchecked. At the bottom of the form is a blue button labeled "Create Record".

**Framework Mapping**

Consider what learning outcome(s) this record provides evidence for and map to all that apply

### Domain 1. Person-centred care and collaboration

Domain 1. Person-centred care and collaboration

Communicates effectively, placing the person at the centre of any interaction

- 1.1 Communicates effectively with people receiving care and colleagues.
- 1.2 Treats others as equals and with dignity and respect, supporting them regardless of individual circumstances or background; actively promotes this in their practice

Delivers person-centred care

- 1.3 Consults with people through open conversation; explores physical, psychological and social aspects for that person, remaining open to what a person might share; empowers the person creating an environment to support shared decision making around personal healthcare outcomes and changes to health behaviour
- 1.4 Demonstrates empathy; seeking to understand a situation from the perspective of each person
- 1.5 Always keeps the person at the centre of their approach to care
- 1.6 Supports and facilitates the seamless continuity of care for each person

Create Record

**NOTE:** You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

Continue and complete the rest of the form as instructed. When you have completed the mandatory fields, select **“Create record”**.



You will receive confirmation that the record has been saved and created.



You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

Your educational supervisor or designated prescribing practitioner will complete their sections of the form and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions**'.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select "**Update Record**".

When the form is finished, select "**Update and Complete Record**" and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.



### 8.7.2 Seeking feedback on a Direct Observation of Practical Skills via a ticket

On the menu select "**Supervised Learning Events**" then "**Direct Observation of Practical Skills (DOPS)**" or select "**Direct Observation of Practical Skills (DOPS)**" from the dashboard.

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

### Direct Observation of Practical Skills (DOPS)

[click to toggle]

---

No existing records found.

Start New Form

The 'Direct Observation of Practical Skills' form will appear. Complete the required fields as instructed INCLUDING the collaborator email address fields.

### Direct Observation of Practical Skills (DOPS)

[click to toggle]  
← Back

---

**Assessment Details**

Title \*

Date of Assessment \*  📅

**Collaborator**

Collaborator Name

Collaborator Email

Collaborator Position \*

Collaborator profession \*

Collaborator Declaration: I can confirm I have read the RPS collaborator guidance and have the appropriate experience to complete this assessment. I confirm I have completed the assessment objectively and independently. \*  Yes

**Summary of Procedure**

Procedure being Observed \*

Create Record and Send Email to Collaborator

Create Record

**NOTE:** You will notice that there are rating fields that you will not be able to complete. These are fields for your ticketed collaborators.

Continue and complete the rest of the form as instructed.

Remember to complete the framework mapping. If the Direct Observation of Practical Skills is for one of the clinical assessment skills that forms part of the curriculum requirements, you can map the form to the relevant **clinical assessment skill**. For more details about Clinical Assessment Skills please refer to **Section 9**.

**Framework Mapping\***

Consider what learning outcome(s) this record provides evidence for and map to all that apply

## Clinical Assessment Skills

- Blood pressure - manual
- Blood pressure - automated
- Heart rate and rhythm - manual
- Heart rate and rhythm - automated
- Temperature
- Respiratory rate
- Peak expiratory flow rate
- Chest (respiratory) examination
- Ear examination
- Nose examination

You should also consider what **outcomes** the “Direct Observation of Practical Skills” form provides evidence for, and map it to all that apply.

**Framework Mapping\***

Consider what learning outcome(s) this record provides evidence for and map to all that apply

## Domain 1. Person-centred care and collaboration

Domain 1. Person-centred care and collaboration

Communicates effectively, placing the person at the centre of any interaction

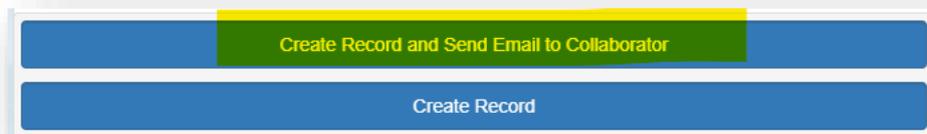
- 1.1 Communicates effectively with people receiving care and colleagues.
- 1.2 Treats others as equals and with dignity and respect, supporting them regardless of individual circumstances or background; actively promotes this in their practice

Delivers person- centred care

- 1.3 Consults with people through open conversation; explores physical, psychological and social aspects for that person, remaining open to what a person might share; empowers the person creating an environment to support shared decision making around personal healthcare outcomes and changes to health behaviour
- 1.4 Demonstrates empathy; seeking to understand a situation from the perspective of each person
- 1.5 Always keeps the person at the centre of their approach to care
- 1.6 Supports and facilitates the seamless continuity of care for each person

[Create Record](#)

When you have completed all the required fields, select “**Create Record and Send Email to Collaborator**”.



The form will update, and you will receive confirmation that the email has been sent.

A screenshot of a web form titled "Direct Observation of Practical Skills (DOPS)". At the top left, there is a "(click to toggle)" link and a "Back" button. A green success message reads "Success! Your action was completed successfully." Below this is the "Assessment Details" section with fields for "Title \*" (containing "Respiratory rate in a child") and "Date of Assessment \*" (containing "12/10/2021"). The "Collaborator" section includes "Collaborator Name" (containing "Rachael Parsons") and "Collaborator Email" (containing "rachael.parsons@rpharms.com (Invited)" with links for "Resend Invitation / Cancel Invitation").

Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

Your educational supervisor or designated prescribing practitioner will complete any additional fields on the form, and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in ‘**Learner Actions**’.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select “**Update Record**”.

When the form is finished, select “**Update and Complete Record**” and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

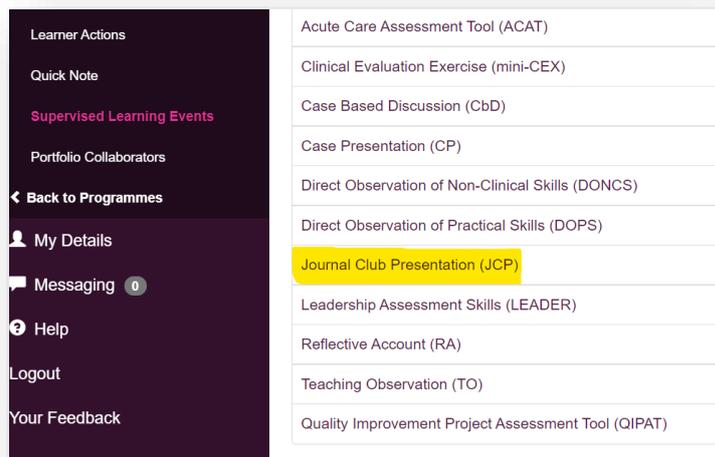


## 8.8 Journal Club Presentation (JCP)

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

### 8.8.1 Creating and completing a Journal Club Presentation

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



Select “Start New” to create a new record.

The screenshot shows the 'Journal Club Presentation (JCP)' dashboard. At the top, there is a header 'Journal Club Presentation (JCP)' with a '[click to toggle]' link. Below the header is a table with the following data:

Title	Date of Assessment	Date Created	Completed	Actions
Discussion of POET study finding	20/09/2021	21/09/2021		<a href="#">View</a> <a href="#">Edit</a>
Discuss Popular-AGE trial	20/09/2021	21/09/2021		<a href="#">View</a> <a href="#">Edit</a>

At the bottom right of the dashboard, there is a yellow button labeled 'Start New Form'.

The “Journal Club Presentation” form will appear. Complete the required fields as instructed EXCEPT the ‘Collaborator Email’ field which triggers the ticketed process.

Journal Club Presentation (JCP)  
[click to toggle]  
 ◀ Back

**Assessment Details**

Title \* PRINCIPLE TRIAL

Date of Assessment \* 13/10/2021

**Collaborator**

Collaborator Name Amina Ferah

Collaborator Email

Collaborator Position \* Advanced Pharmacist

Collaborator profession \* Pharmacy

Collaborator Declaration: I confirm I have the appropriate experience to complete this assessment and have completed it objectively and independently. \*  Yes I confirm

**Summary of Presentation**

Summary of paper(s) presented \* I presented the recent PRINCIPLE trial which...]

Create Record

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

Domain 5. Research

Domain 5. Research

Participates in research

5.1 Seeks to be involved in research activities; actively disseminates outcomes to appropriate audiences

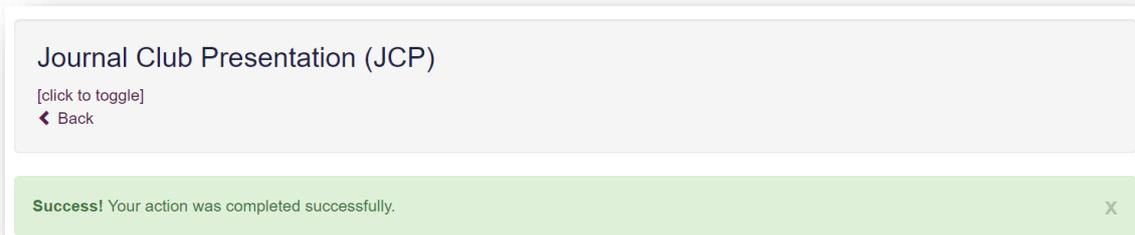
Create Record

**NOTE:** You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

Continue and complete the rest of the form as instructed. When you have completed the mandatory fields, select '**Create record**'.



You will receive confirmation that the record has been created and saved.



You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

Your educational supervisor or designated prescribing practitioner will complete their sections of the form and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions**'.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select "**Update Record**".

When the form is finished, select "**Update and Complete Record**" and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.



### 8.8.2 Seeking feedback on a Journal Club Presentation via a ticket

On the menu select "**Supervised Learning Events**" then "**Journal Club Presentation (JCP)**" or select "**Journal Club Presentation**" from the dashboard.

The screenshot shows a sidebar menu on the left with options: Learner Actions, Quick Note, Supervised Learning Events (highlighted in pink), Portfolio Collaborators, Back to Programmes, My Details, Messaging (0), Help, Logout, and Your Feedback. The main content area lists various assessment tools: Acute Care Assessment Tool (ACAT), Clinical Evaluation Exercise (mini-CEX), Case Based Discussion (CbD), Case Presentation (CP), Direct Observation of Non-Clinical Skills (DONCS), Direct Observation of Practical Skills (DOPS), Journal Club Presentation (JCP) (highlighted in yellow), Leadership Assessment Skills (LEADER), Reflective Account (RA), Teaching Observation (TO), and Quality Improvement Project Assessment Tool (QIPAT).

Select **'Start New Form'**.

The screenshot shows the 'Journal Club Presentation (JCP)' form. At the top, there is a toggle switch labeled '[click to toggle]'. Below it is a table with the following data:

Title	Date of Assessment	Date Created	Completed	Actions
Discussion of POET study finding	20/09/2021	21/09/2021		<a href="#">View</a> <a href="#">Edit</a>
Discuss Popular-AGE trial	20/09/2021	21/09/2021		<a href="#">View</a> <a href="#">Edit</a>

At the bottom right, there is a yellow button labeled 'Start New Form'.

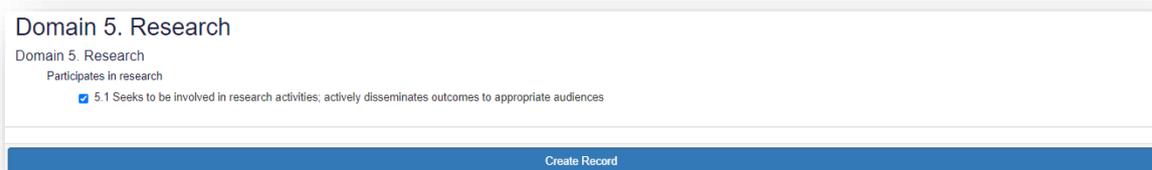
The Journal Club Presentation will appear. Complete the required fields as instructed INCLUDING the collaborator email address.

The screenshot shows the 'Assessment Details' form with the following fields:

- Title \***: JCP 1
- Date of Assessment \***: 08/10/2021
- Collaborator** section:
  - Collaborator Name**: Test user
  - Collaborator Email**: testuser@gmail.com
  - Collaborator Position \***: Manager
  - Collaborator profession \***: Pharmacy
- Collaborator Declaration**: I confirm I have the appropriate experience to complete this assessment and have completed it objectively and independently. \*  Yes I confirm

**NOTE:** You will notice that there are rating fields that you will not be able to complete. These are fields for your collaborators.

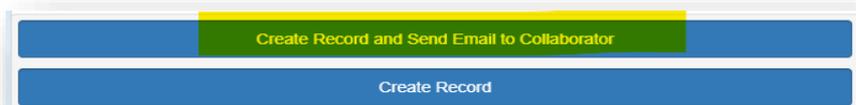
Continue and complete the rest of the form as instructed. Remember to complete the framework mapping.



Domain 5. Research  
Domain 5. Research  
Participates in research  
 5.1 Seeks to be involved in research activities; actively disseminates outcomes to appropriate audiences

Create Record

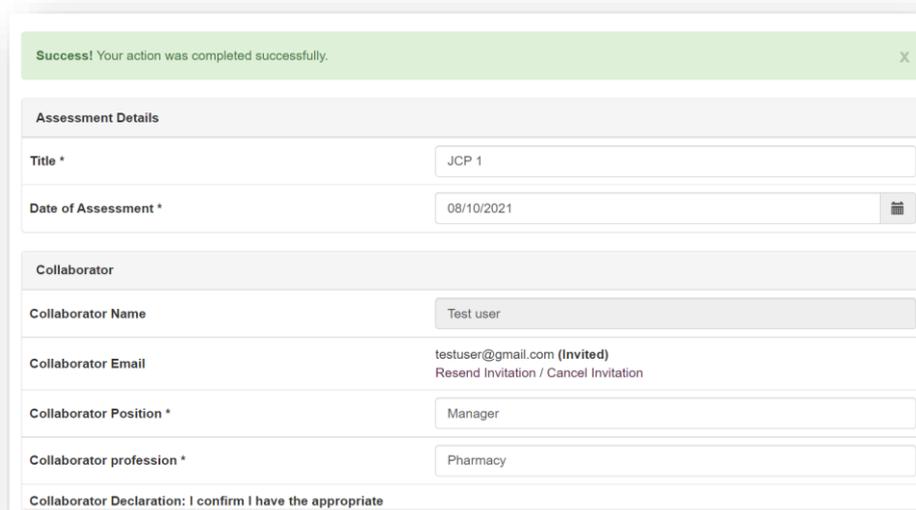
When you have completed all the required fields, select “**Create Record and Send Email to Collaborator**”.



Create Record and Send Email to Collaborator

Create Record

The form will update, and you will receive confirmation that the email has been sent.



Success! Your action was completed successfully. X

Assessment Details

Title \* JCP 1

Date of Assessment \* 08/10/2021

Collaborator

Collaborator Name Test user

Collaborator Email testuser@gmail.com (Invited)  
Resend Invitation / Cancel Invitation

Collaborator Position \* Manager

Collaborator profession \* Pharmacy

Collaborator Declaration: I confirm I have the appropriate

Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

Your educational supervisor or designated prescribing practitioner will complete any additional fields on the form, and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in ‘**Learner Actions**’.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select **“Update Record”**.

When the form is finished, select **“Update and Complete Record”** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.

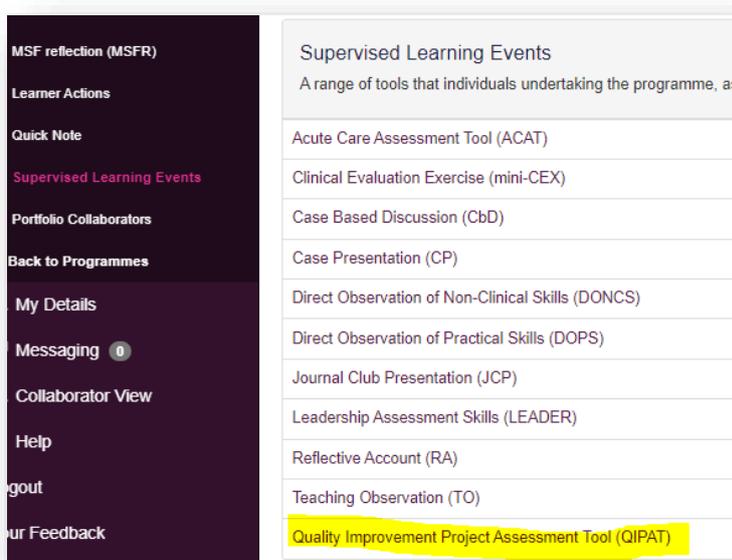


## 8.9 Quality Improvement Project Assessment Tool (QIPAT)

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

### 8.9.1 Creating and completing a Quality Improvement Project Assessment Tool

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



Select **“Start New”** to create a new record.

Quality Improvement Project Assessment Tool (QIPAT)  
[click to toggle]

No existing records found.

[Start New Form](#)

The form will appear. Complete the required fields as instructed EXCEPT the ‘Collaborator Email’ field which triggers the ticketed process.

Quality Improvement Project Assessment Tool (QIPAT)  
[click to toggle]  
◀ Back

**Assessment Details**

Title \*

Date of Assessment \*

**Collaborator Details**

Collaborator Name

Collaborator Email

Collaborator Position \*

Collaborator profession \*

[Create Record](#)

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

**Domain 3. Leadership and management**

Domain 3. Leadership and management

Promotes pharmacy services and develops the profession

- 3.1 Proactively demonstrates and promotes the value of pharmacy to the public and other healthcare professionals
- 3.2 Communicates vision and goals to the wider pharmacy and multidisciplinary team to support with achieving group tasks

Recognises opportunities for change, innovation and quality improvement

- 3.3 Critically analyses business needs; is mindful of commercial aspects within the pharmacy context; recognises the changes to and the opportunities within the future role of pharmacists; seeks out opportunities to modify own approach and deliver / promote new pharmacy services
- 3.4 Draws upon networks to understand the range of clinical, medicines-related and public health activities offered by pharmacy across sectors and the care pathway
- 3.5 Is open to new approaches and ways of completing work tasks and appropriately challenges others to consider change to improve the quality of care; shares own innovative ideas to improve working practices, both internally and externally
- 3.6 Effectively identifies and raises concerns regarding patient safety; applies principles of risk management; seeks to improve the quality and safe use of medicines routinely

Demonstrates self-awareness, resilience and adaptability

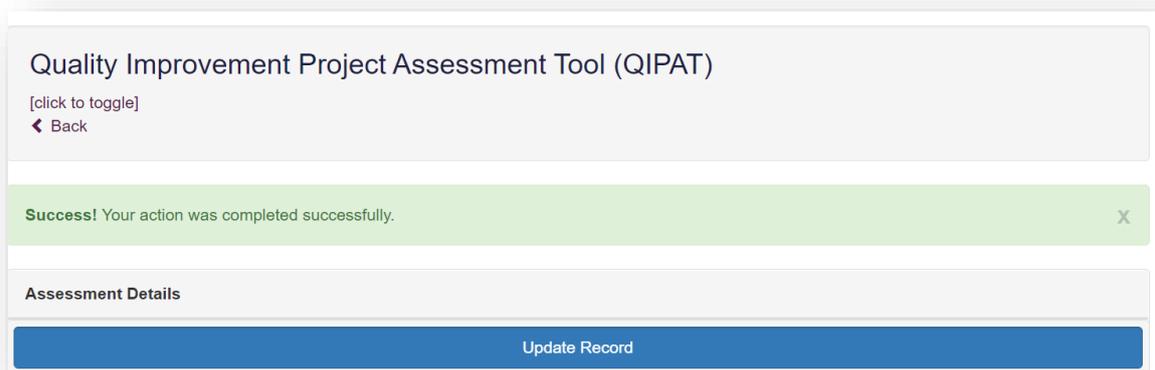
- 3.7 Demonstrates self-awareness and emotional intelligence within the role, reflects on and understands the impact a situation may have on one's own health and wellbeing
- 3.8 Remains composed even in challenging or high-pressured situations; develops and draws upon support network in challenging situations
- 3.9 Effectively, efficiently and safely manages multiple priorities; maintains accuracy when in a challenging situation; manages own time and workload calmly, demonstrating resilience
- 3.10 Adapts and works effectively in different environments within pharmacy by applying previous learning to new settings

**NOTE:** You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

Continue and complete the rest of the form as instructed. When you have completed the mandatory fields, select '**Create record**'.



You will receive confirmation that the record has been saved and created.



You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

Your educational supervisor or designated prescribing practitioner will complete their sections of the form and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions**'.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select '**Update Record**'

When the form is finished, select '**Update and Complete Record**' and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.



### 8.9.2 Seeking feedback on a Quality Improvement Assessment Tool via a ticket

On the menu select “**Supervised Learning Events**” then “**Quality Improvement Project Assessment Tool (QIPAT)**” or selecting “**Quality Improvement Project Tool**” from the dashboard.

Select “**Start New Form**” to create a new record.

Quality Improvement Project Assessment Tool (QIPAT)  
[click to toggle]

Title	Date of Assessment	Date Created	Completed	Actions
An Audit into the Prescribing of Supplementary Oxy...	20/09/2021	21/09/2021		<a href="#">View</a> <a href="#">Edit</a>
Audit of Dispensing Errors	20/09/2021	21/09/2021		<a href="#">View</a> <a href="#">Edit</a>

[Start New Form](#)

The form will appear. Complete the required fields as instructed INCLUDING the collaborator email address fields.

Assessment Details	
Title *	QIPAT 1
Date of Assessment *	07/11/2021 
Collaborator Details	
Collaborator Name	Test user
Collaborator Email	testuser@gmail.com
Collaborator Position *	Manager
Collaborator profession *	Tester
Collaborator Declaration: I can confirm I have read the RPS collaborator guidance and have the appropriate experience to complete this assessment. I confirm I have completed the <input type="checkbox"/> Yes	
<input type="button" value="Create Record and Send Email to Collaborator"/>	
<input type="button" value="Create Record"/>	

**NOTE:** You will notice that there are rating fields that you will not be able to complete. These are fields for your collaborators.

Continue and complete the rest of the form as instructed.

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

**Domain 3. Leadership and management**

Domain 3. Leadership and management

Promotes pharmacy services and develops the profession

- 3.1 Proactively demonstrates and promotes the value of pharmacy to the public and other healthcare professionals
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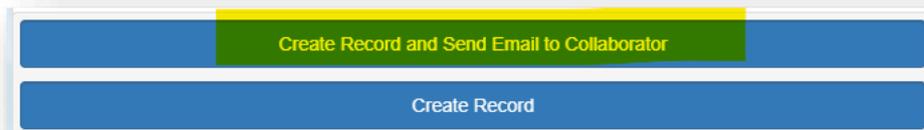
Recognises opportunities for change, innovation and quality improvement

- 3.3 Critically analyses business needs; is mindful of commercial aspects within the pharmacy context; recognises the changes to and the opportunities within the future role of pharmacists; seeks out opportunities to modify own approach and deliver / promote new pharmacy services
- 3.4 Draws upon networks to understand the range of clinical, medicines-related and public health activities offered by pharmacy across sectors and the care pathway
- 3.5 Is open to new approaches and ways of completing work tasks and appropriately challenges others to consider change to improve the quality of care; shares own innovative ideas to improve working practices, both internally and externally
- 3.6 Effectively identifies and raises concerns regarding patient safety; applies principles of risk management; seeks to improve the quality and safe use of medicines routinely

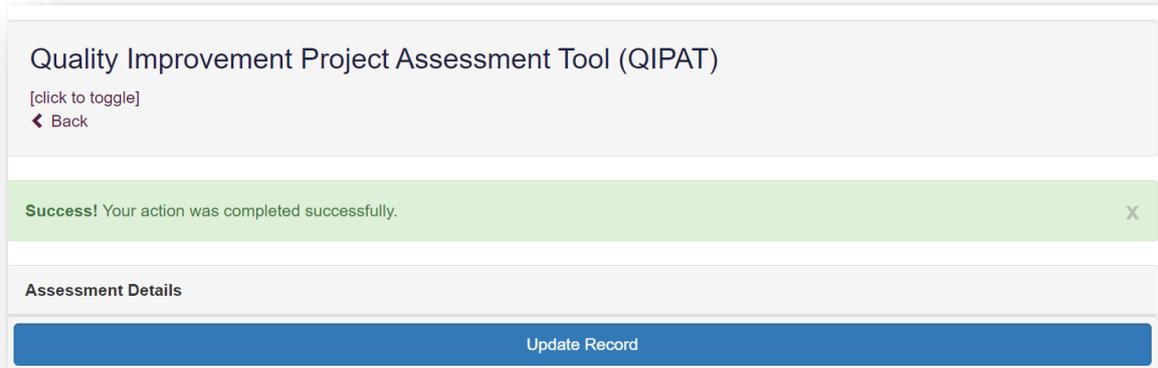
Demonstrates self-awareness, resilience and adaptability

- 3.7 Demonstrates self-awareness and emotional intelligence within the role, reflects on and understands the impact a situation may have on one's own health and wellbeing
- 3.8 Remains composed even in challenging or high-pressured situations; develops and draws upon support network in challenging situations
- 3.9 Effectively, efficiently and safely manages multiple priorities; maintains accuracy when in a challenging situation; manages own time and workload calmly, demonstrating resilience
- 3.10 Adapts and works effectively in different environments within pharmacy by applying previous learning to new settings

When you have completed all the required fields, select “Create Record and Send Email to Collaborator”.



The form will update, and you will receive confirmation that the email has been sent.



Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

Your educational supervisor or designated prescribing practitioner will complete any additional fields on the form, and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in '**Learner Actions**'.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select "**Update Record**".

When the form is finished, select "**Update and Complete Record**" and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.



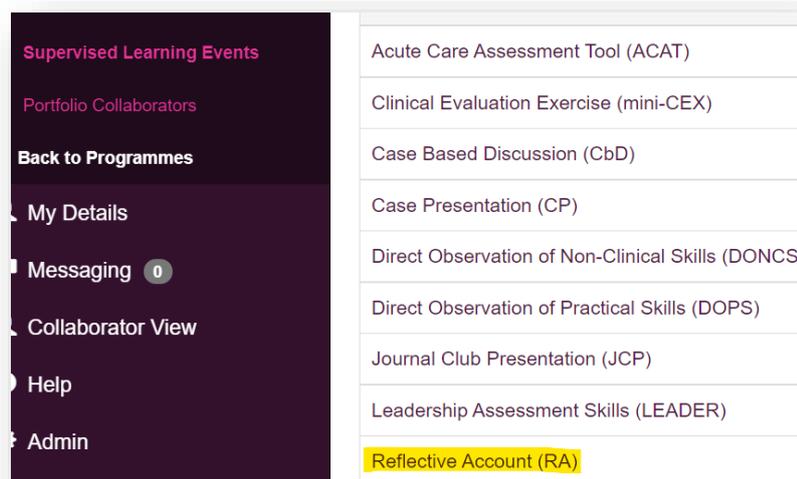
## 8.10 Reflective Account (RA)

The purpose of the reflective account is to provide an opportunity for you to think and analytically consider anything relating to your professional practice. It should be a brief, written description of your experience and actions, including what went well, and reflecting on what could be improved, and how lessons learnt will benefit your development as well as patients and the public.

You can use the reflective account tool to capture how you are meeting the outcomes across one or more activities undertaken. It has been designed to be flexible so it can be used for most situations and practice scenarios, for example encounters during day-to-day work, patient scenarios, non-clinical tasks/activities, reviewing feedback provided by colleagues, critical incidents, and learning events, e.g. continuing professional development.

### 8.10.1 Creating and completing a Reflective Account

On the menu select “**Supervised Learning Events**” then “**Reflective Account (RA)**” or select “**Reflective Account**” from the dashboard.



Select “**Start New Form**” to create a new record.



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

☰ Toggle menu
🕒 Session expires in 34:5

## Reflective Account (RA)

[click to toggle]  
← Back

---

### Reflective Account Details

**Title \***

**Date of Reflection \***

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

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

Create Record

Complete the mandatory fields.

☰ Toggle menu
🕒 Session expires in 34:5

## Reflective Account (RA)

[click to toggle]  
← Back

---

### Reflective Account Details

**Title \***

**Date of Reflection \***

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

Reflective account on taking bloods

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

I was very confident going into his event.

Create Record

You can then map this record to any outcomes that are relevant.

**Framework Mapping**

Consider what learning outcome(s) this record provides evidence for and map to all that apply

## Domain 1. Person-centred care and collaboration

Domain 1. Person-centred care and collaboration

Communicates effectively, placing the person at the centre of any interaction

- 1.1 Communicates effectively with people receiving care and colleagues.
- 1.2 Treats others as equals and with dignity and respect, supporting them regardless of individual circumstances or background; actively promotes this in their practice

Delivers person- centred care

- 1.3 Consults with people through open conversation; explores physical, psychological and social aspects for that person, remaining open to what a person might share; empowers the person creating an environment to support shared decision making around personal healthcare outcomes and changes to health behaviour
- 1.4 Demonstrates empathy; seeking to understand a situation from the perspective of each person
- 1.5 Always keeps the person at the centre of their approach to care
- 1.6 Supports and facilitates the seamless continuity of care for each person

**Create Record**

Once the mapping is complete, select the **“Create Record”** button.

You’ll receive confirmation that your record has been created.

**Reflective Account (RA)**  
[click to toggle]  
 ◀ Back

Success! Your action was completed successfully. ✕

**Reflective Account Details**

Title \*

Date of Reflection \*

Description \*  
Briefly outline the experience. This should be a factual account of what happened.  
 I have experienced a number of challenging consultations recently and wanted to reflect to try and improve things going forwards.  
 The first example involved....

**Update and Complete Record**

**Update Record**

**NOTE:** Reflective accounts cannot be sent via a ticket. Once you have created a Reflective Account, your educational supervisor or designated prescribing practitioner can add optional comments.

Once all mandatory fields are filled in, select **“Update and Complete Record”**.

**Update and Complete Record**

**Update Record**

Once you have completed a record, the details of its completion will be displayed in the summary table.

Reflective Account (RA) <small>(click to toggle)</small>				
Title	Date of Reflection	Date Created	Completed	Actions
Challenging consultations	13/10/2021	13/10/2021	Caroline Souter on 13/10/2021	<a href="#">View</a>

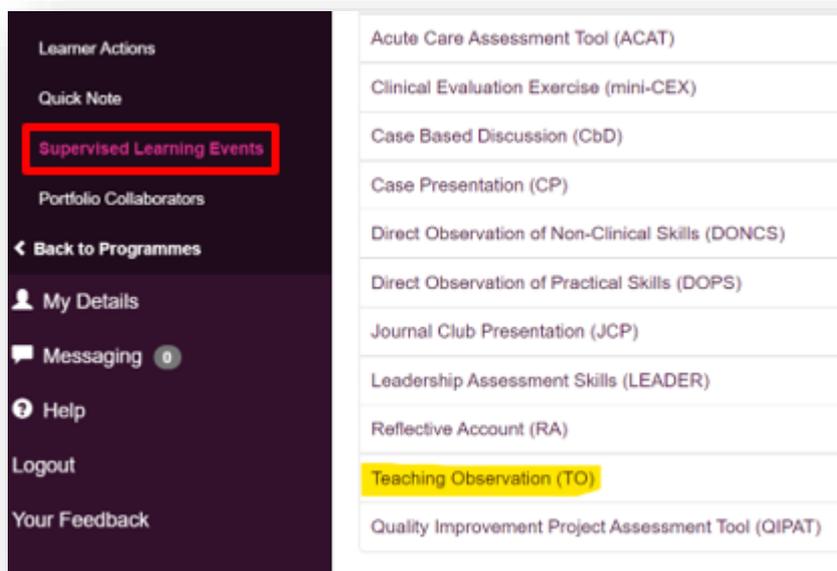
[Upload Form](#) [Start New Form](#)

## 8.11 Teaching Observation (TO)

This tool is an evaluation of your ability to deliver an effective learning experience to others.

### 8.11.1 Creating and completing a Teaching Observation

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



Select “**Start New**” to create a new record.

Teaching Observation (TO)  
 [click to toggle]

No existing records found.

Start New Form

The form will appear. Complete the required fields as instructed EXCEPT the 'Collaborator Email' field which triggers the ticketed process.

Teaching Observation (TO)  
 [click to toggle]  
 ← Back

Teaching Observation Details

Title of teaching session \*

Date of assessment \*

Collaborator

Collaborator name

Collaborator email

Collaborator position \*

Collaborator profession \*

Collaborator declaration \*  I can confirm I have read the RPS collaborator guidance and have the appropriate experience to complete this assessment. I confirm I have completed the assessment objectively and independently.

Create Record

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

Domain 4. Education

Domain 4. Education

Develops personally through proactively identifying learning opportunities and reflecting on feedback

- 4.1 Demonstrates a positive attitude to self-development throughout current and towards future career; proactively seeks learning experiences to support own practice, and has a desire and motivation to try new things
- 4.2 Develops a personal development plan that reflects the breadth of ongoing professional development and includes potential innovations in medicine and practice development
- 4.3 Seeks feedback and support from colleagues and service users where appropriate; is receptive to information or advice given to them by others to make changes to own practice

Supports the education and development of colleagues

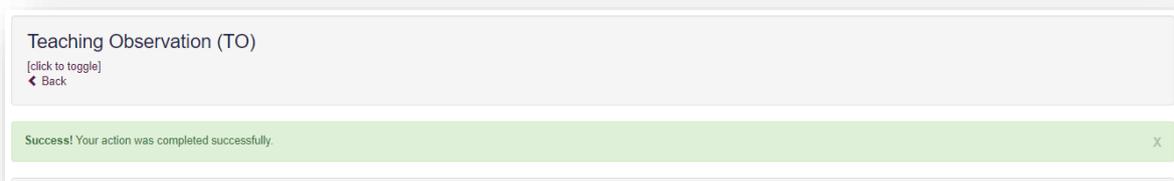
- 4.4 Acts as a positive role model and mentor within the pharmacy and multidisciplinary team, where appropriate
- 4.5 Effectively uses own expertise to provide the pharmacy and multidisciplinary team with education and training; supports and supervises less experienced members of the team

**NOTE:** You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

Continue and complete the rest of the form as instructed. When you have completed the mandatory fields, select “**Create record**”.



You will receive confirmation that the record has been saved and created.



You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

Your educational supervisor or designated prescribing practitioner will complete their sections of the form and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in ‘**Learner Actions**’.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select ‘**Update Record**’

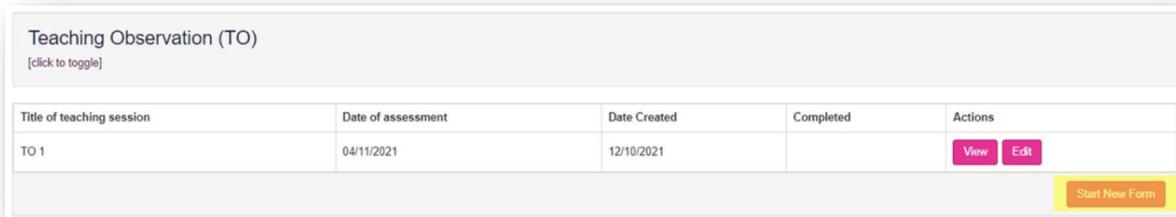
When the form is finished, select ‘**Update and Complete Record**’ and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.



## 8.11.2 Seeking feedback on a Teaching Observation via a ticket

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

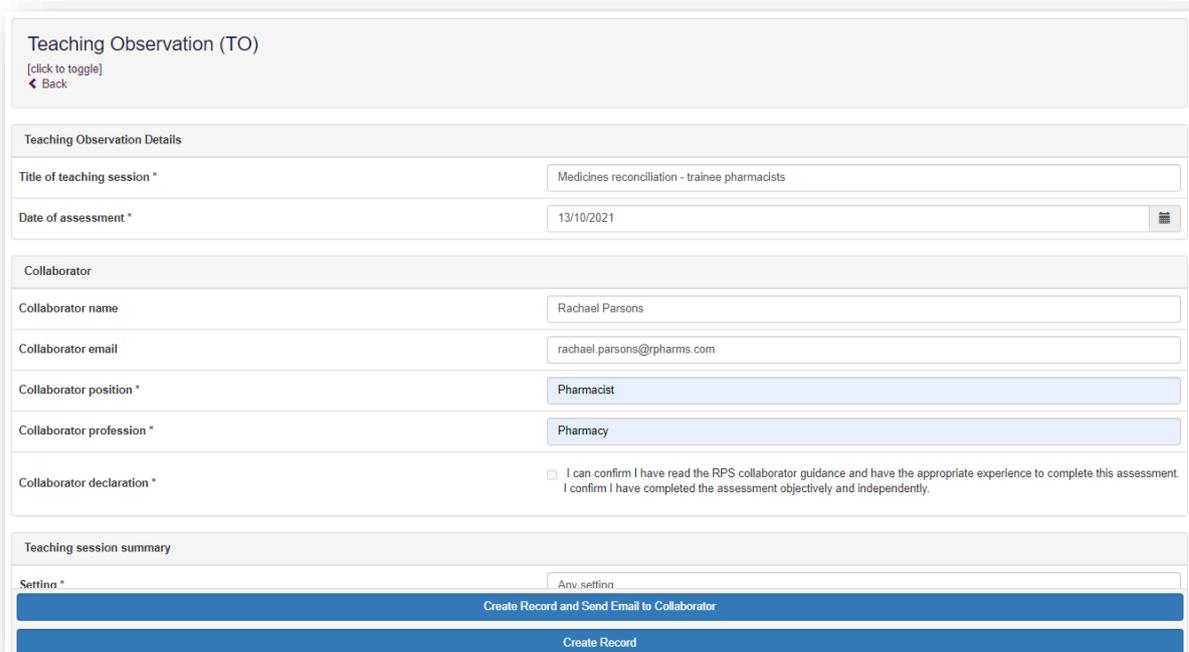
Select “Start New Form” to create a new record.



Teaching Observation (TO)				
<small>[click to toggle]</small>				
Title of teaching session	Date of assessment	Date Created	Completed	Actions
TO 1	04/11/2021	12/10/2021		<a href="#">View</a> <a href="#">Edit</a>

[Start New Form](#)

The ‘Teaching Observation’ form will appear. Complete the required fields as instructed INCLUDING the collaborator email address.



Teaching Observation (TO)

[click to toggle]  
[← Back](#)

Teaching Observation Details

Title of teaching session \*

Date of assessment \*

Collaborator

Collaborator name

Collaborator email

Collaborator position \*

Collaborator profession \*

Collaborator declaration \*  I can confirm I have read the RPS collaborator guidance and have the appropriate experience to complete this assessment.  
I confirm I have completed the assessment objectively and independently.

Teaching session summary

Setting \*

[Create Record and Send Email to Collaborator](#)

[Create Record](#)

**NOTE:** You will notice that there are rating fields that you will not be able to complete. These are fields for your ticketed collaborators.

Continue and complete the rest of the form as instructed.

Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

## Domain 4. Education

### Domain 4. Education

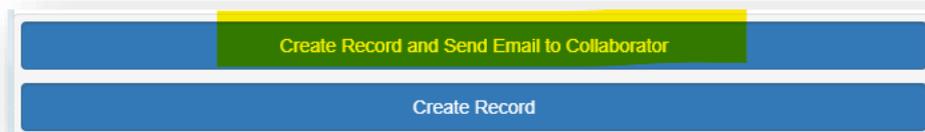
Develops personally through proactively identifying learning opportunities and reflecting on feedback

- 4.1 Demonstrates a positive attitude to self-development throughout current and towards future career; proactively seeks learning experiences to support own practice, and has a desire and motivation to try new things
- 4.2 Develops a personal development plan that reflects the breadth of ongoing professional development and includes potential innovations in medicine and practice development
- 4.3 Seeks feedback and support from colleagues and service users where appropriate; is receptive to information or advice given to them by others to make changes to own practice

Supports the education and development of colleagues

- 4.4 Acts as a positive role model and mentor within the pharmacy and multidisciplinary team, where appropriate
- 4.5 Effectively uses own expertise to provide the pharmacy and multidisciplinary team with education and training; supports and supervises less experienced members of the team

When you have completed all the required fields, select “**Create Record and Send Email to Collaborator**”.



The form will update, and you will receive confirmation that the email has been sent.

Teaching Observation (TO)  
(click to toggle)  
[← Back](#)

Success! Your action was completed successfully. X

Teaching Observation Details

Title of teaching session *	Medicines reconciliation - trainee pharmacists
Date of assessment *	13/10/2021

Collaborator

Collaborator name	Rachael Parsons
Collaborator email	rachael.parsons@rpharms.com (Invited) Resend Invitation / Cancel Invitation

Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

Your educational supervisor or designated prescribing practitioner will complete any additional fields on the form, and either you or your collaborator will complete the **Agreed action(s)** section. Anything inputted in the **Agreed action(s)** section will create an action that will appear in ‘**Learner Actions**’.

When you have considered their feedback you have the option to include some reflection in the **Learner reflection** section or you may wish to complete a reflective account.

If at any point you want to **save any edits** made to the form, select “**Update Record**”.

When the form is finished, select “**Update and Complete Record**” and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.



## 8.12 Attaching a file to an assessment tool

You will have noticed that you were not able to attach files when first completing any supervised learning event or other tools. A file can only be attached once you have saved the form by selecting **“Create Record”**. To upload an attachment as additional evidence for your assessment tool, select **“Edit”** to view the record you have just created and upload a file.

For example, if you would like to attach a file to an Acute Care Assessment Tool, go to the Acute Care Assessment Tool summary page and select **“Edit”**.

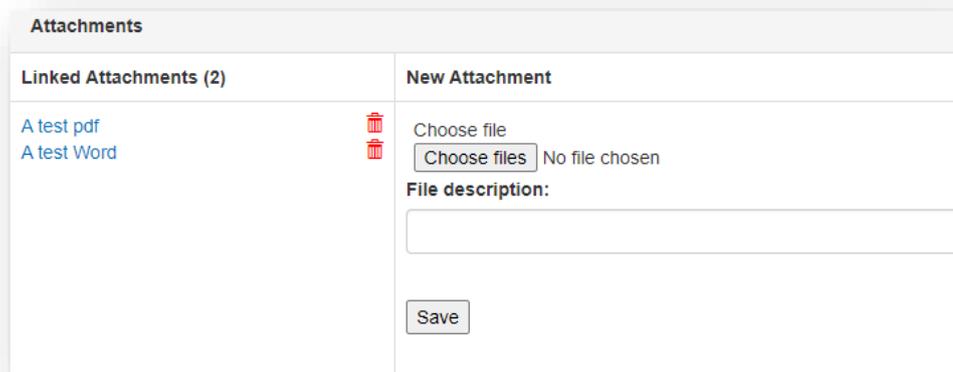
Acute Care Assessment Tool (ACAT)				
<small>[click to toggle]</small>				
Title	Date of Assessment	Date Created	Completed	Actions
Morning session with Educational Supervisor	13/10/2021	13/10/2021		<a href="#">View</a> <a href="#">Edit</a>

[Start New Form](#)

Scroll down the form until you get to the ‘Attachments’ section. Add the upload by selecting **“Choose files”**. You must enter a file description. Click **“Save”** once completed.

Attachments	
<p>Linked Attachments (0)</p>	<p><b>New Attachment</b></p> <p>Choose file</p> <p><input type="button" value="Choose files"/> TEST DOCUMENTS.docx</p> <p><b>File description:</b></p> <p><input type="text" value="Test doc"/></p> <p style="background-color: #e0f0e0; padding: 5px; text-align: center;">File was uploaded successfully.</p>

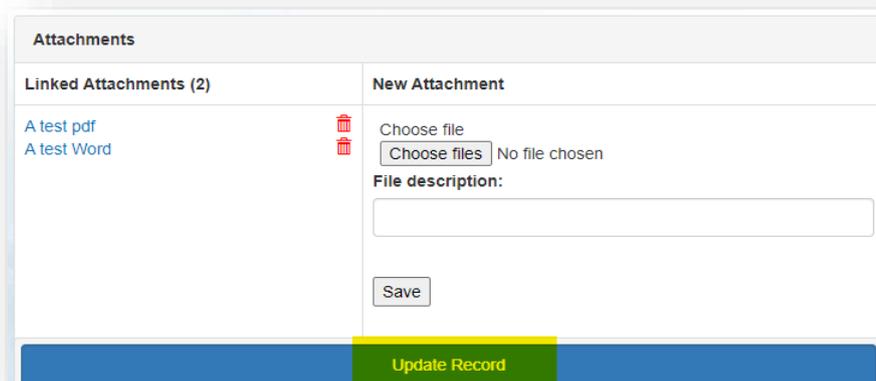
You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.



The screenshot shows a web interface titled "Attachments". It is divided into two main sections: "Linked Attachments (2)" and "New Attachment".

- Linked Attachments (2):** This section contains two entries: "A test pdf" and "A test Word". To the right of these entries are two red trash can icons, indicating that they can be deleted.
- New Attachment:** This section contains a "Choose file" label, a "Choose files" button, and the text "No file chosen". Below this is a "File description:" label and a text input field. At the bottom of this section is a "Save" button.

When done select **“Update Record”**.



This screenshot is identical to the one above, but with a blue bar at the bottom of the interface. In the center of this bar is a yellow button labeled "Update Record".

You will receive confirmation that the record has been updated.

You can view and edit the form as per instructions provided **in section 7.3**.

## 9. Clinical assessment skills

This is a summary of your progress with the clinical assessment skills, helping you to focus your learning.

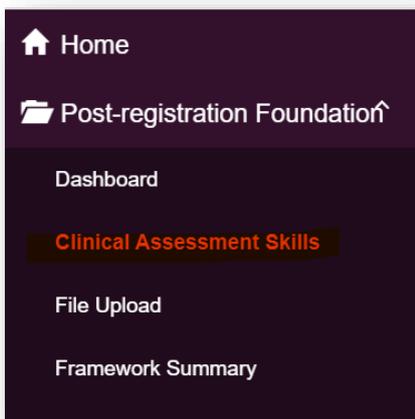
You will need to have a total of three **“Direct Observation of Practical Skills”** for each skill where the collaborator has rated your performance as either ‘Able to perform the procedure with limited supervision / assistance’ **or** ‘Competent to perform the procedure unsupervised and deal with complications’ one of the two highest ratings on the form.

Based on your observation of this procedure, rate the overall ability to perform the procedure: \*

- Unable to perform the 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

## 9.1 Accessing Clinical Assessment Skills

To access the list of clinical assessment skills, select “**Clinical Assessment Skills**” from the navigation menu.



The list of clinical assessment skills will appear.

Clinical Assessment	DOPS	Complete
Blood pressure - manual	0	
Blood pressure - automated	0	
Heart rate and rhythm - manual	0	
Heart rate and rhythm - automated	0	
Temperature	0	
Respiratory rate	0	

If you have started a “Direct Observation of Practical Skills” for one of the clinical assessment skills listed above and mapped it to the relevant clinical assessment skill, it will appear as the right-hand number in the count for the clinical skill (see below). When the form is marked as complete, it will change from “0/1” to “1/1”.

Clinical Assessment Skills <small>[click to toggle]</small>		
Clinical Assessment	DOPS	Complete
Blood pressure - manual	0 / 1	
Blood pressure - automated	0 / 1	
Heart rate and rhythm - manual	0	
Heart rate and rhythm - automated	0	
Temperature	0	
Respiratory rate	0	
Peak expiratory flow rate	0	
Chest (respiratory) examination	0	
Ear examination	0	
Nose examination	0	
Throat examination	0	
Peripheral oxygen saturation	0	
Urinalysis	0	
Height, weight, BMI	0	
Blood glucose (capillary)	0	
National Early Warning Score 2	0	
Mental and cognitive state examination	0	
Depression and anxiety screening	0	

## 10. File upload

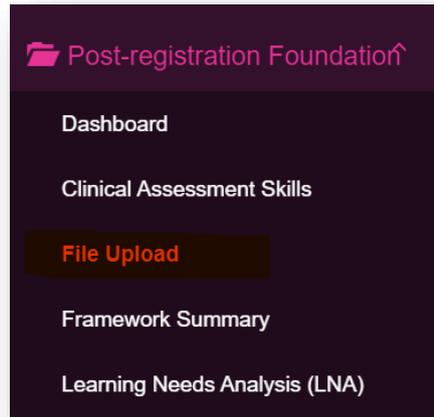
This section is for you to upload any files that are relevant to your learning and development. This could include other supervised learning events (SLEs), documents and training certificates. This ensures that all information linked to your post-registration foundation pharmacist programme is saved in one place.

**TIP:** If your pieces of evidence are linked, then upload altogether in one file upload and add naming conventions.

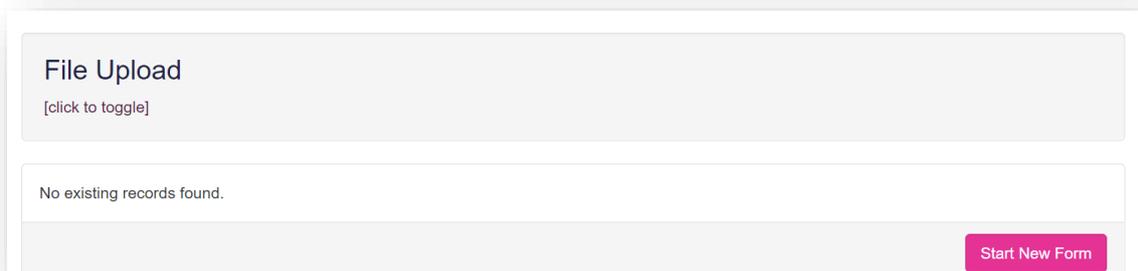
For example if you upload a Clinical Evaluation Exercise (mini-CEX) and want to add a Reflective Account (RA) linked to that mini-CEX, then upload them at the same time with the same naming conventions:

**Mini-CEX\_(1) 10.10.21**  
**RA\_(1) 10.10.21**

To access “**File Upload**”, select from the navigation menu.



Select **“Start New”** to start the creation of your file upload.



The 'File Upload' form will appear. Complete the required fields as instructed.

A screenshot of the 'File Upload' form. The form has a header 'File Upload' with a '[click to toggle]' link and a '< Back' link. Below the header is a 'Details' section with two required fields: 'Title \*' and 'Date \*'. The 'Date \*' field has a date picker icon and the format 'DD/MM/YYYY'. Below the 'Details' section is a 'Learner comments \*' section with a large text area. At the bottom of the form is an 'Attachments' section with a 'Linked Attachments' label and a note: 'Please complete the fields above and save before adding attachments'. A blue button labeled 'Create Record' is at the very bottom.

Click **“Create Record”** to save.

Success! Your action was completed successfully. X

Details	
Title *	<input type="text" value="Test doc"/>
Date *	<input type="text" value="DD/MM/YYYY"/>

Attachments	
Linked Attachments (0)	<p><b>New Attachment</b></p> <p>Choose file</p> <p><input type="button" value="Choose files"/> No file chosen</p> <p><b>File description:</b></p> <input type="text"/>
<input type="button" value="Save"/>	

You'll see confirmation that the record has been saved. Add your file by selecting “**Choose files**”.

Attachments	
Linked Attachments (0)	<p><b>New Attachment</b></p> <p>Choose file</p> <p><input type="button" value="Choose files"/> TEST DOCUMENTS.docx</p> <p><b>File description:</b></p> <p><input type="text" value="Test doc"/></p> <p><input type="button" value="Save"/></p>

The file will upload.

**TIP:** You can upload as many files as you wish and delete any that are no longer relevant by clicking on the trash can icon.

The screenshot shows a user interface for managing attachments. On the left, under 'Linked Attachments (1)', there is one entry: 'Test doc'. On the right, under 'New Attachment', there is a 'Choose file' button, a 'Choose files' button, and the text 'No file chosen'. Below this is a 'File description:' label followed by a text input field. At the bottom right of the 'New Attachment' section is a 'Save' button.

You have the option to select the mapping which will be supported by this file upload. Remember to select **“Update Record”** once completed.

The screenshot shows a 'Framework Mapping' interface. At the top, it says 'Consider what learning outcome(s) this record provides evidence for and map to all that apply Expand the sections and select mapped learning outcomes.' Below this is the heading 'Domain 1. Person-centred care and collaboration'. Underneath, it lists several learning outcomes with checkboxes:

- 1.1 Communicates effectively with people receiving care and colleagues.
- 1.2 Treats others as equals and with dignity and respect, supporting them regardless of individual circumstances or background; actively promotes this in their practice
- 1.3 Consults with people through open conversation; explores physical, psychological and social aspects for that person, remaining open to what a person might share; empowers the person creating an environment to support shared decision making around personal healthcare outcomes and changes to health behaviour
- 1.4 Demonstrates empathy; seeking to understand a situation from the perspective of each person
- 1.5 Always keeps the person at the centre of their approach to care
- 1.6 Supports and facilitates the seamless continuity of care for each person

## 11. Learner Actions

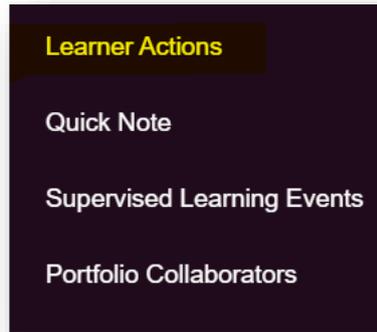
This section enables you to view action plans and individual tasks. This is essentially a ‘to-do’ list for your learning and development. All the actions that have been created from various assessment tools and forms will appear here. You will be able to view which assessment tool or form the action originates from.

### 11.1 Viewing your actions log

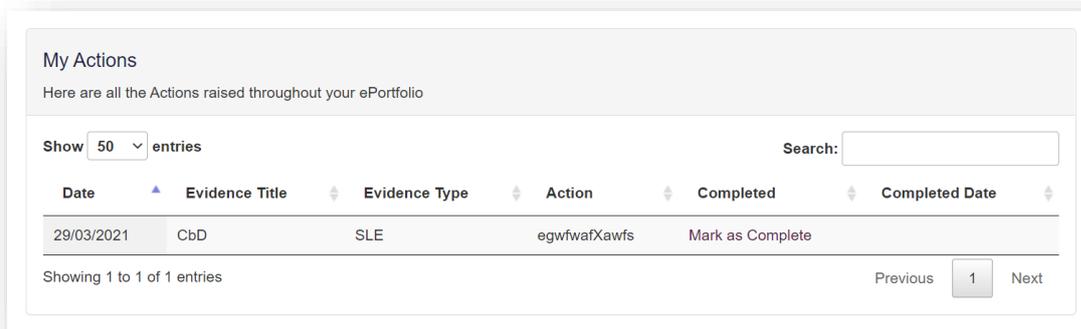
All supervised learning event forms, meeting records, and other records contain a field allowing you to create an action. Any actions that are generated, will appear in your ‘Learner Actions’ section.

More information about completing supervised learning events can be found in **Section 8**.

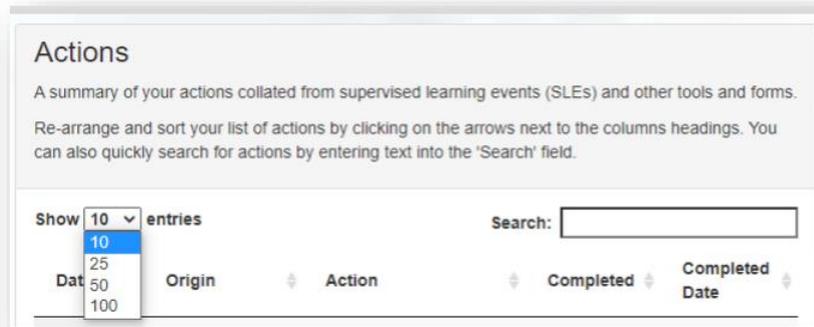
Select the **“Learner Actions”** option in the navigation menu.



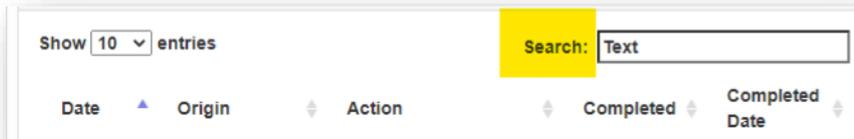
You can view all of the different action plans throughout your portfolio.



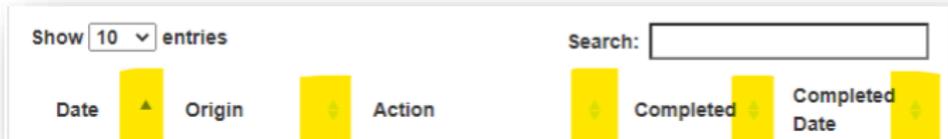
You can choose to view more action items on a page by selecting “Show” and selecting the number of items you want displayed from the drop-down list.



You can search for actions by typing text in the search field.



You can additionally sort your actions by clicking on the arrows next to each column.



To view more actions on subsequent pages, use the page options at the bottom of the screen.



## 11.2 Completing actions

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

My Actions

Here are all the Actions raised throughout your ePortfolio

Show 10 entries   Search:

Date	Evidence Title	Evidence Type	Action	Completed	Completed Date
12/02/2021	RA	SLE	waveweawe	Mark as Complete	
11/03/2021	DOPS	SLE	aerbr	Mark as Complete	
11/03/2021	CP	SLE	erver	Mark as Complete	
13/04/2021	LEADER	SLE	rvewwea	Mark as Complete	
28/07/2021	PS	Reflective Actions	rhetgwerf	☑	
06/10/2021	CP	SLE	Work on plan	Mark as Complete	

Showing 1 to 6 of 6 entries   Previous   1   Next

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

### Mark Action as Completed

**Action Details**

<b>Evidence Type</b>	Learning Needs Analysis (LNA)
<b>Title</b>	Learning Needs Analysis 1
<b>Target Date</b>	28/10/2021
<b>Action</b>	Test
<b>Evaluation and outcome</b>	Test Test Test

**Date Completed**

DD/MM/YYYY 

A tick will appear next to the completed action and the ‘Completed Date’ field will be populated.

#### My Actions

Here are all the Actions raised throughout your ePortfolio

Show  entries Search:

Date	Evidence Title	Evidence Type	Action	Completed	Completed Date
29/03/2021	CbD	SLE	egwfwafXawfs		19/05/2021

You can use the arrows next to the column title to quickly sort actions by ‘Completed’ or ‘Completed Date’.

Show  entries Search:

Date	Evidence Title	Evidence Type	Action	Completed	Completed Date
12/02/2021	RA	SLE	waveweawe	Mark as Complete	
13/04/2021	LEADER	SLE	rvwevwea	Mark as Complete	
11/03/2021	DOPS	SLE	aerbr	Mark as Complete	
11/03/2021	CP	SLE	erver	Mark as Complete	
06/10/2021	CP	SLE	Work on plan	<input checked="" type="checkbox"/>	06/10/2021
28/07/2021	PS	Reflective Actions	rhetgwerf	<input checked="" type="checkbox"/>	

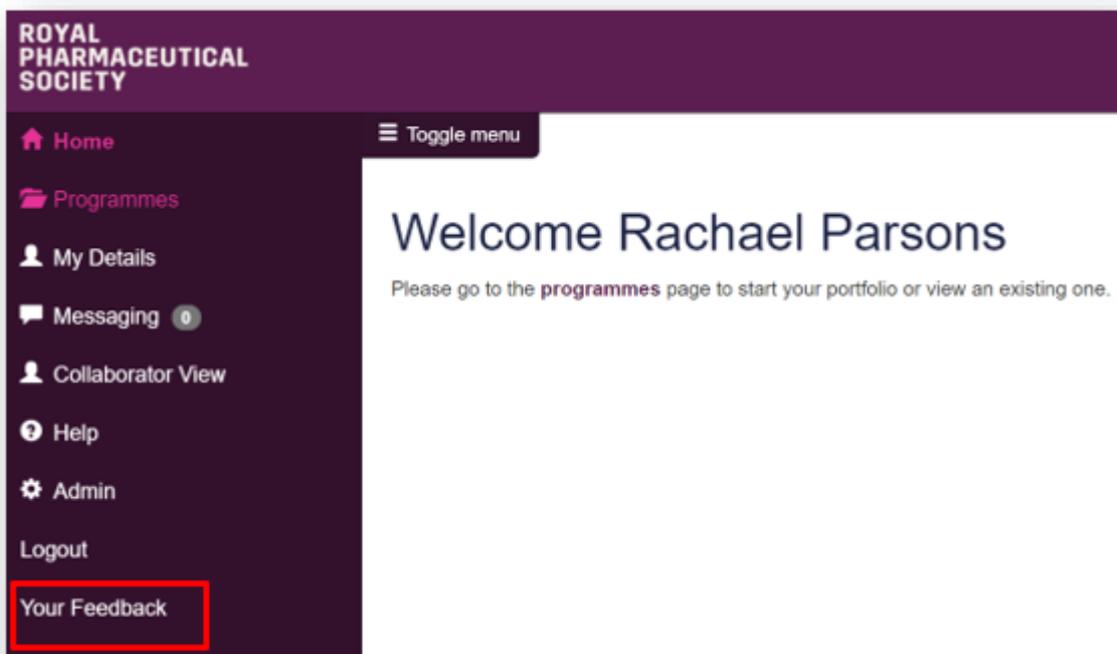
Showing 1 to 6 of 6 entries Previous  Next

## 12. Feedback

We would love to capture feedback from your experiences using the RPS 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.



### 13. Contact Details

Visit <https://www.rpharms.com/development/credentialing/foundation/post-registration-foundation-curriculum> for further information about the post-registration pharmacist credentialing process.

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

Email: [support@rpharms.com](mailto:support@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: [eportfolio@rpharms.com](mailto:eportfolio@rpharms.com)

Telephone: 0207 572 2737 (9am to 5pm, Monday to Friday)

#### Acknowledgements

RPS E-Portfolio designed by AXIA

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