ROYAL
PHARMACEUTICAL
SOCIETY

Post-registration Foundation Pharmacist Credentialing

E-portfolio guide for Learners

Version 1.2
Last updated: 18/10/21

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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 desginated 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.

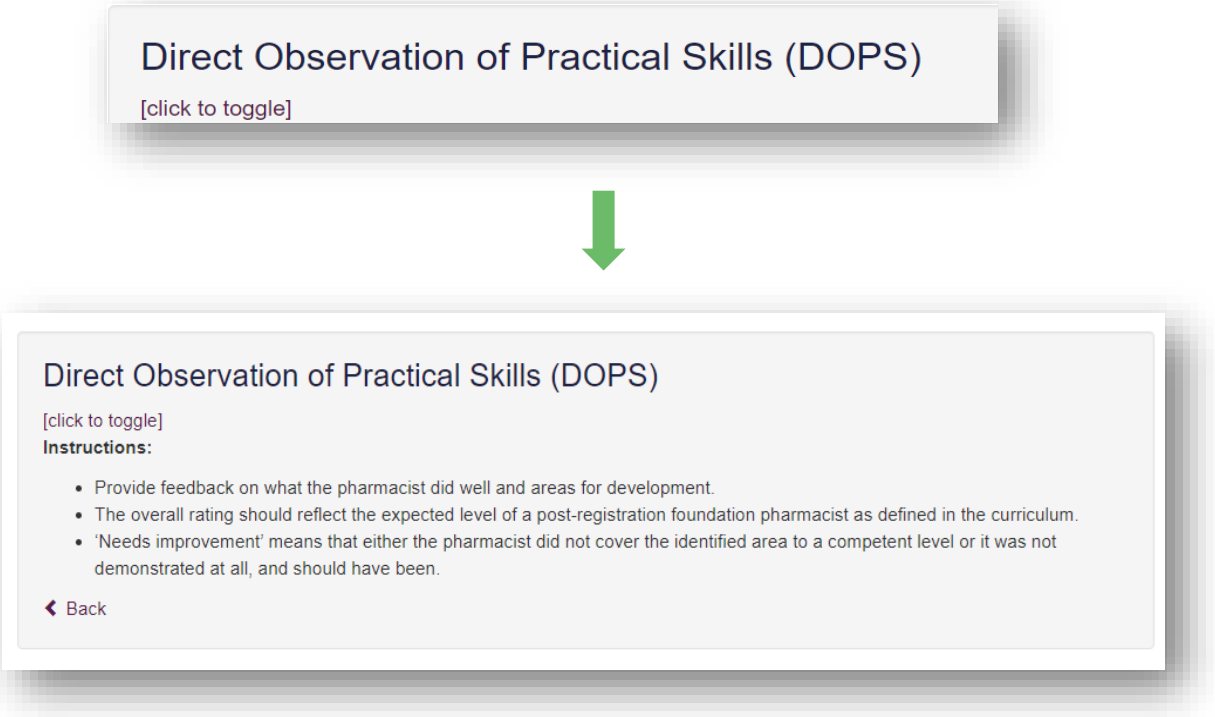
You should use this guide in conjunction with the RPS post-registration foundation curriculum resources and guidance.

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. 

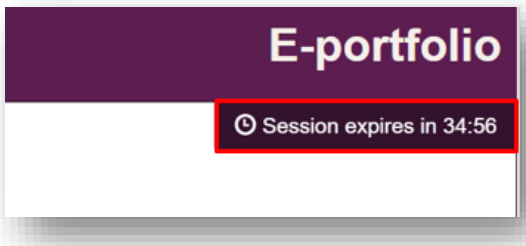
Select these to get more details on the section you are viewing, and you will see a hint or additional information about what you should include and take into consideration. An example of the **"click to toggle"** option is shown below.



2.2 Session Timer

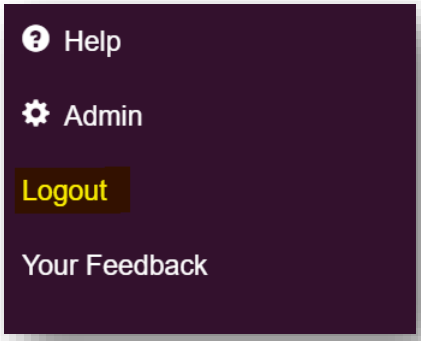
You will notice a timer in the top right-hand corner of the screen. This is a countdown of inactivity. If you are inactive for a period of 35 minutes, you will automatically be logged out of the E-portfolio. It is important you save your work regularly as there is no autosave function.

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.



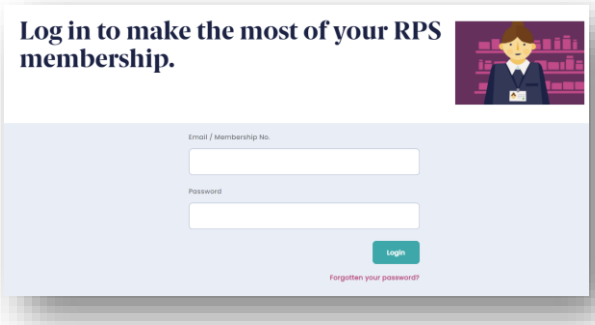
TIP: If you are using a shared device, remember to logout to avoid other users accessing your E-portfolio.

3. Getting started

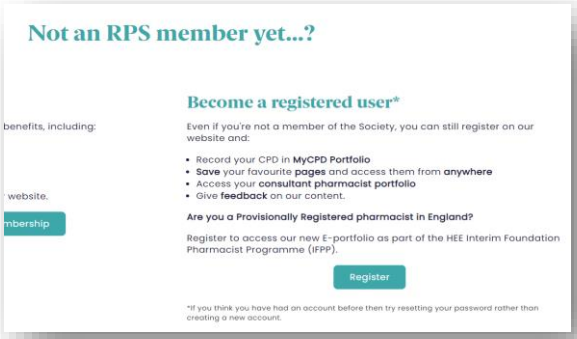
3.1 E-portfolio registration

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 or enter the link into your URL. You will then be redirected to the RPS website login page.

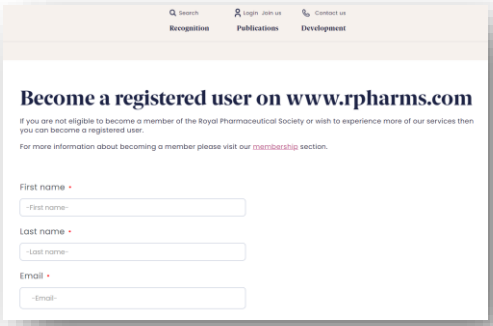
If you are a RPS member, enter your RPS membership login details and you'll be redirected to the E-portfolio homepage.



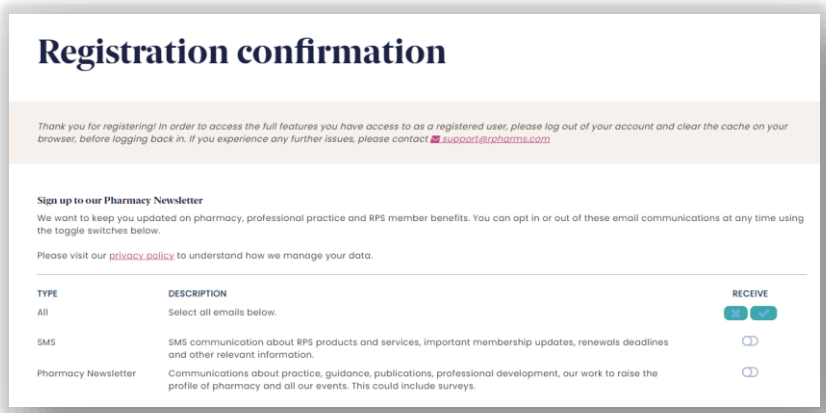
If you are not a RPS member, scroll down the page and click the 'register' button on the right-hand side at the bottom of the page.



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.



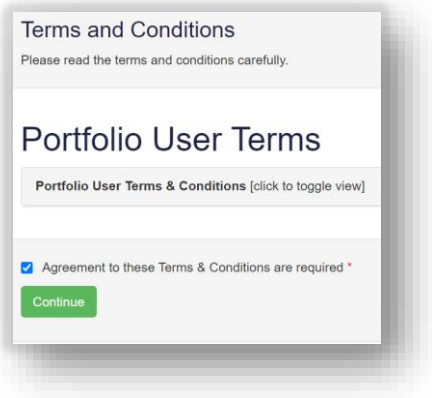
When all the fields are completed, accept the terms and conditions and then click “**Register**”.



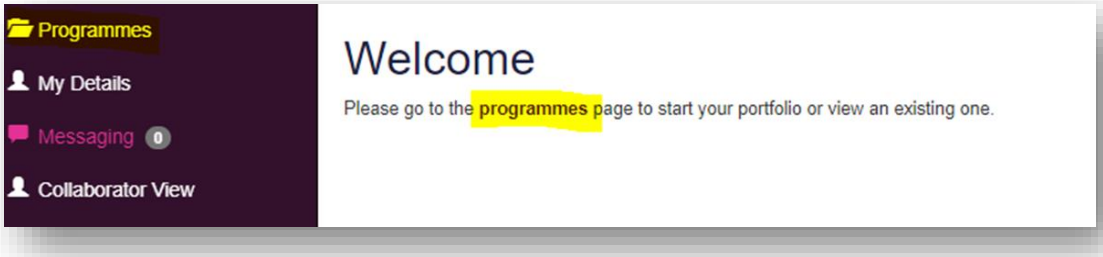
Once registered, login to the E-portfolio here.

3.2 Selecting your programme

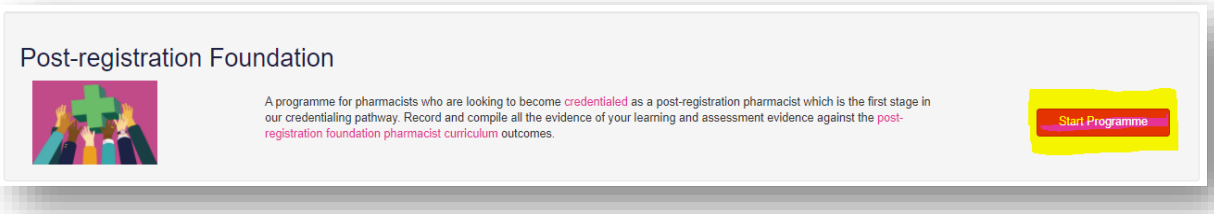
When you first access the E-portfolio you will need to agree to the Portfolio User Terms and Conditions.



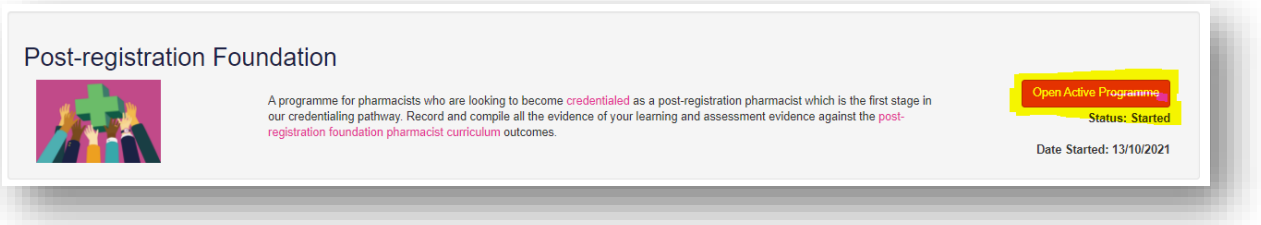
Select your programme from the navigation menu or by clicking **"programmes".**



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

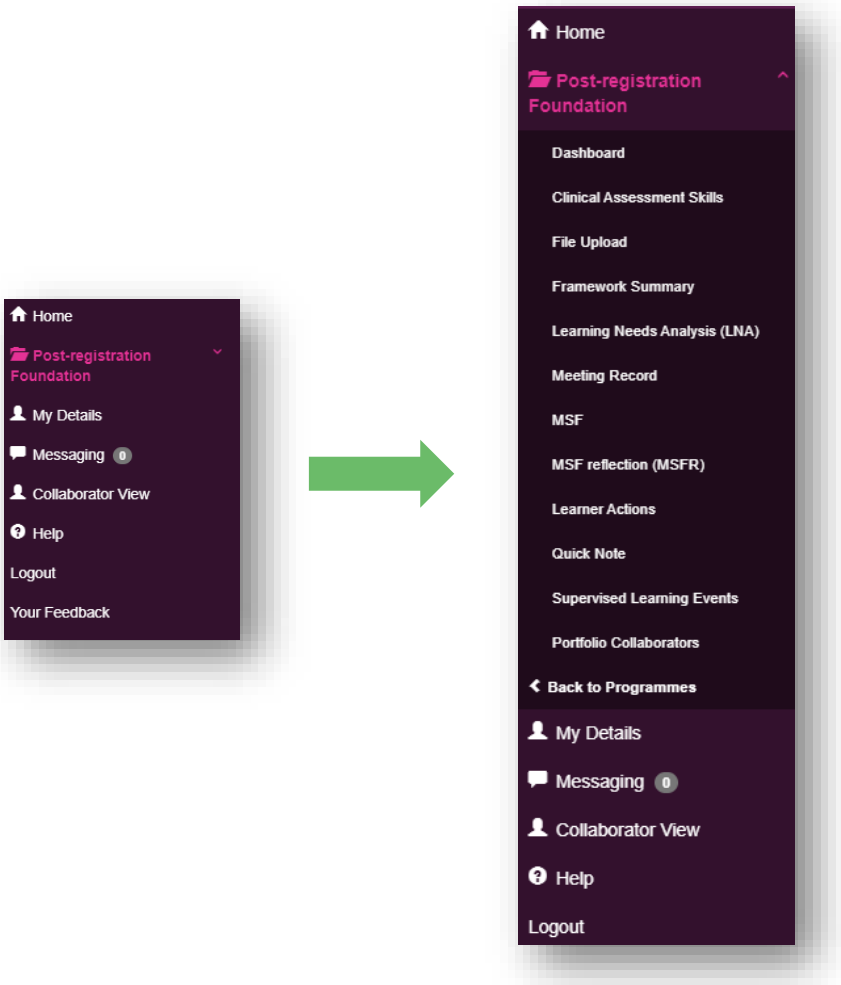


When you next login to the E-portfolio, you will be able to access your selected programme by clicking **"Open Active Programme".**



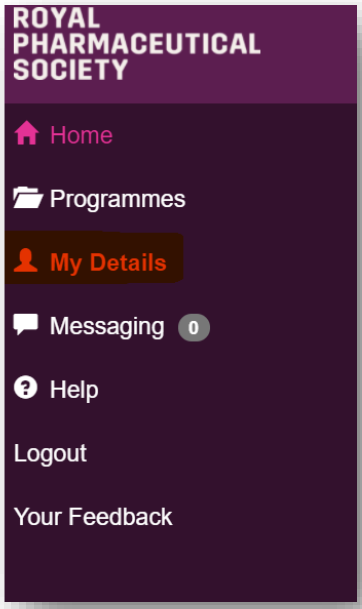
3.3 The navigation menu

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.

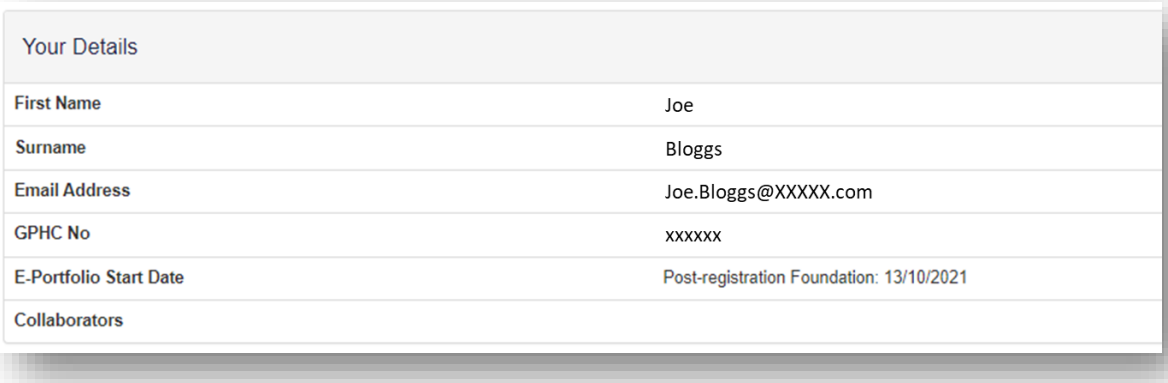


3.4 Viewing your details

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

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.

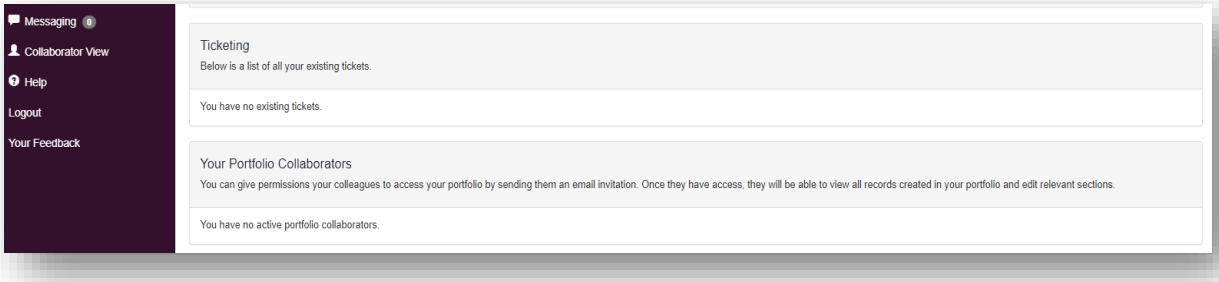
There are two different collaborator roles within the E-portfolio and depending on your training programme, one or more of these roles may need access to your E-portfolio.

	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

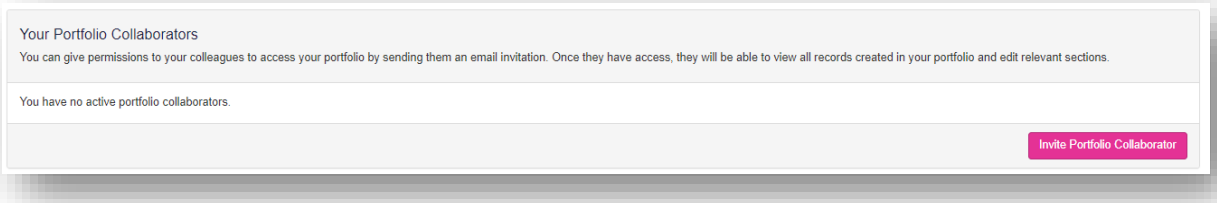
To invite a portfolio collaborator to be linked to your portfolio select "**Portfolio Collaborators**" in the navigation menu.

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).

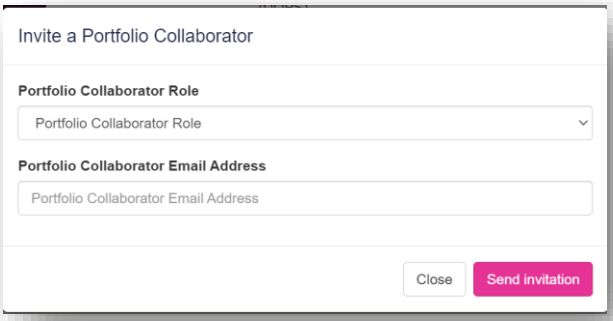


When you set up your E-portfolio, your portfolio collaborator(s) won't be linked and you need to invite them.

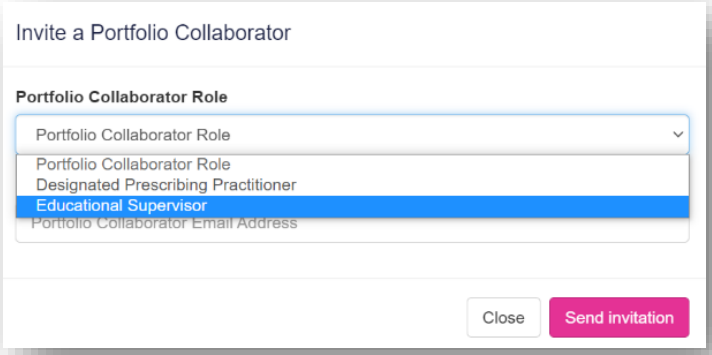
Scroll down to view "**Your Portfolio Collaborators**".



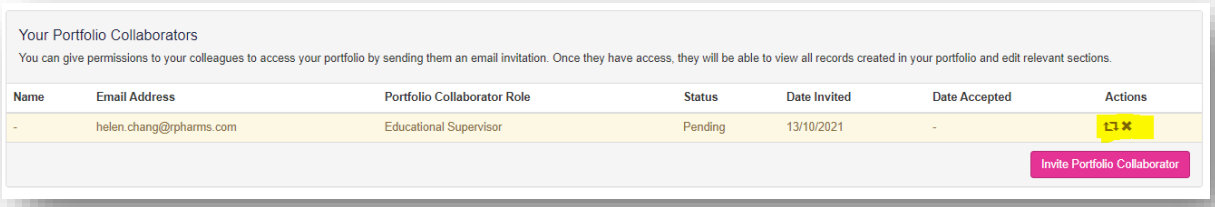
Select the **"Invite Portfolio Collaborator**" button to start the invitation process.

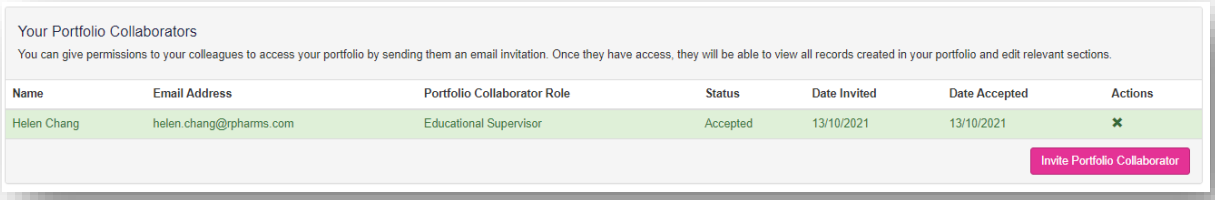


This will open a pop-up window for you to insert the details of your portfolio collaborator, you will need to choose their role type from the dropdown menu (e.g. educational supervisor) and the email address that you will send the invitation to.



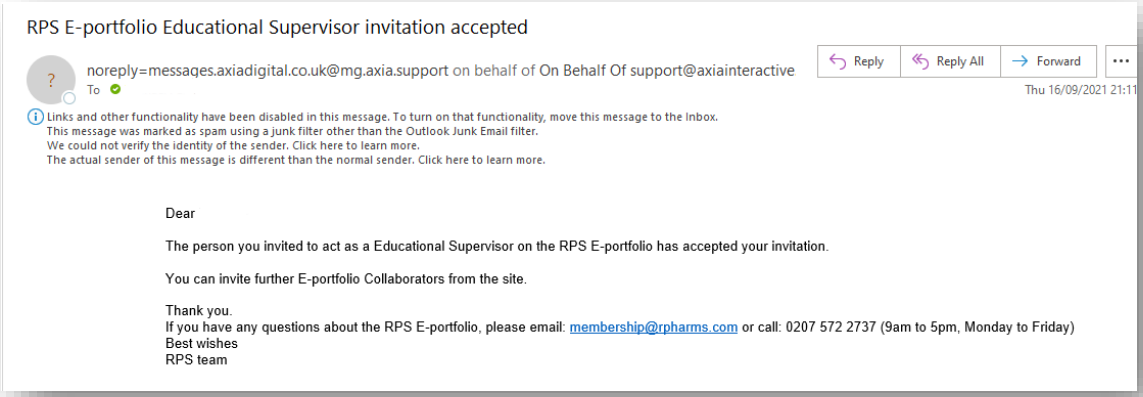
This will send an email notification to them and their details will then be displayed on the portfolio collaborators page. At any point you can also delete a portfolio collaborator by selecting the cross (x) icon; or you can re-send the invitation if your portfolio collaborator cannot find it.





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.



RPS E-portfolio Educational Supervisor invitation accepted

noreply=messages.axiadigital.co.uk@mg.axia.support on behalf of On Behalf Of support@axiainteractive

To

Reply | Reply All | Forward

Thu 16/09/2021 21:11

Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox.
This message was marked as spam using a junk filter other than the Outlook Junk Email filter.
We could not verify the identity of the sender. Click here to learn more.
The actual sender of this message is different than the normal sender. Click here to learn more.

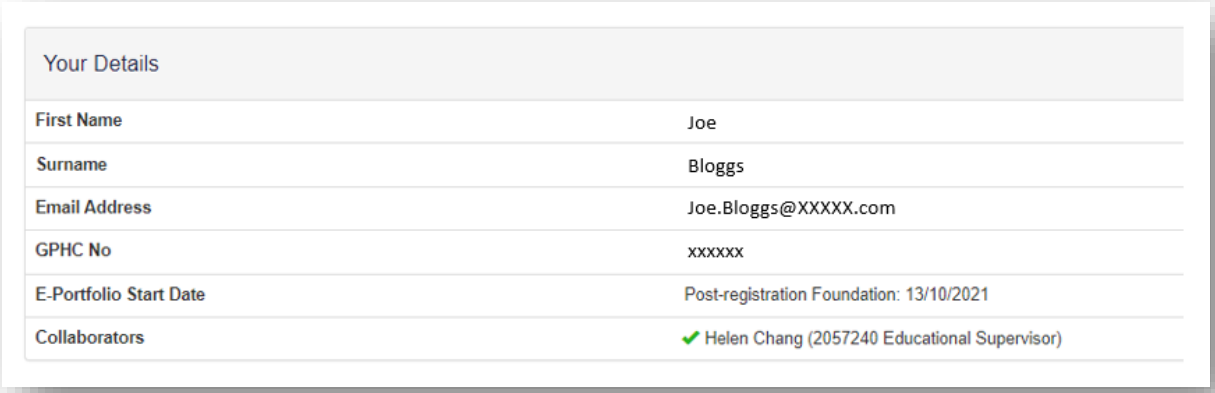
Dear

The person you invited to act as a Educational Supervisor on the RPS E-portfolio has accepted your invitation.

You can invite further E-portfolio Collaborators from the site.

Thank you.
If you have any questions about the RPS E-portfolio, please email: membership@rpharms.com or call: 0207 572 2737 (9am to 5pm, Monday to Friday)
Best wishes
RPS team

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 desginated prescribing practitioner at some point during your training programme. This could be a practice supervisor who provides day-to-day supervison 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

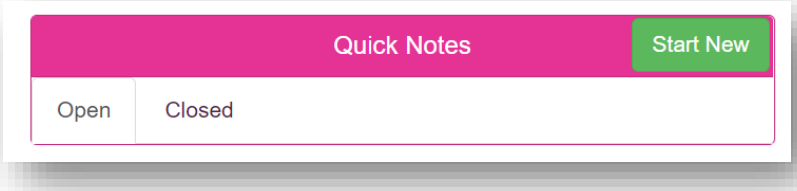
The table below outlines the different tools and who has access to each tool.

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
Supervised learning events				
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

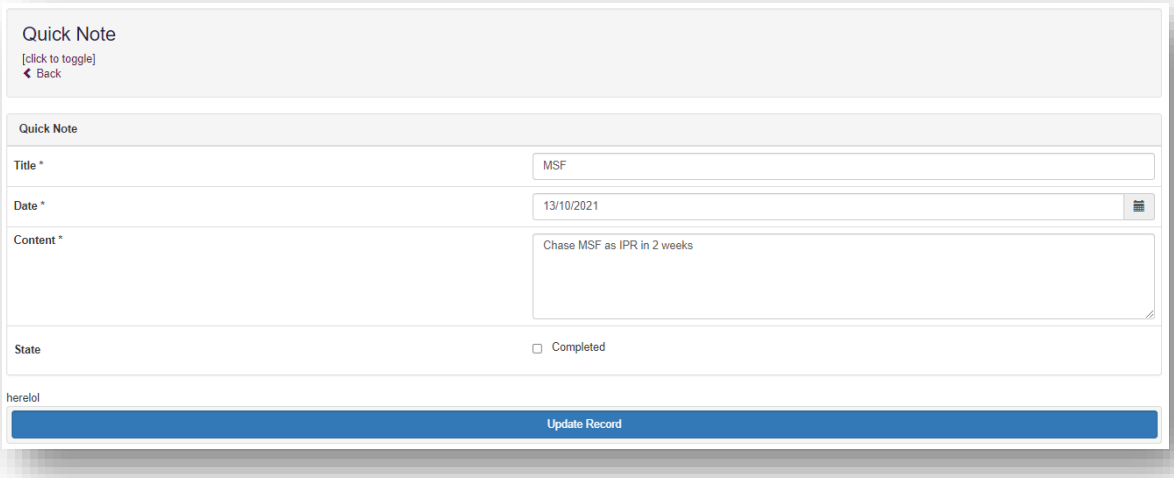
3.6 Quick notes

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 at later point.

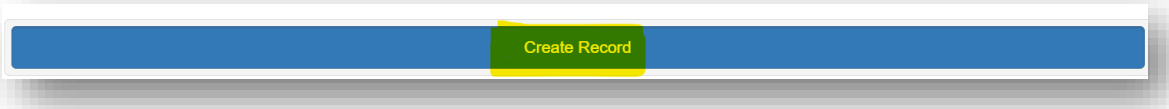
From the dashboard, click “**Start New**” next to ‘Quick Notes’.



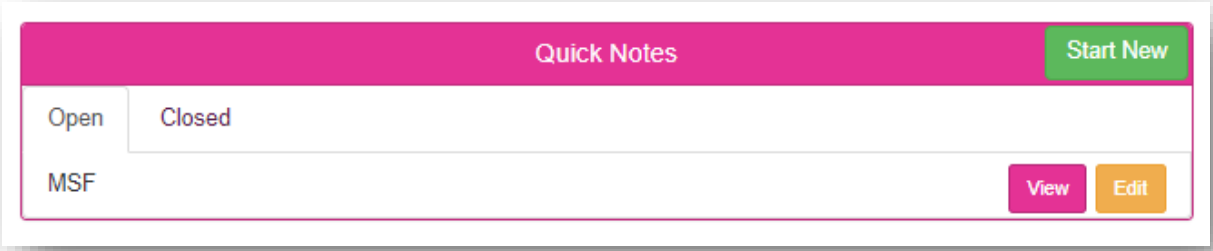
The quick note form will open. Complete the mandatory fields.



Click “**Create Record**” to save.



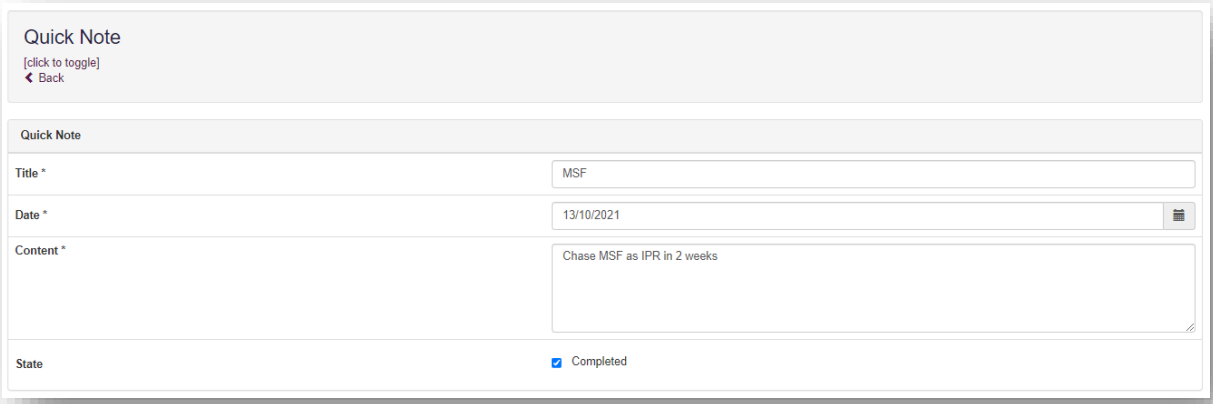
You will be redirected to the dashboard where you will be able to see your saved quick note.



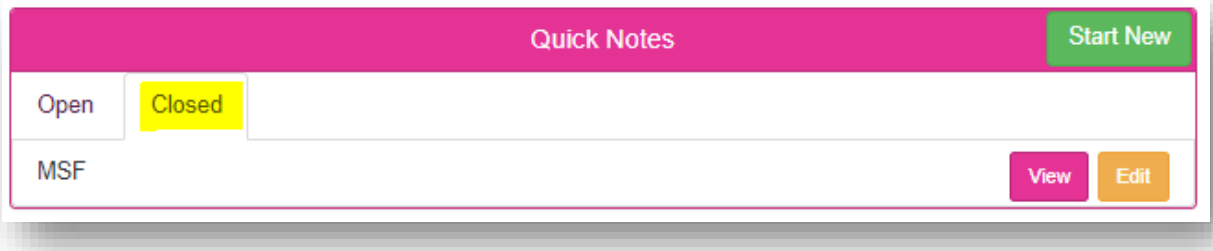
When you click ”**edit**” you will be able to edit the text in your quick note or mark it as complete which ‘closes’ the quick note.

The form will appear. Edit the fields if necessary.

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



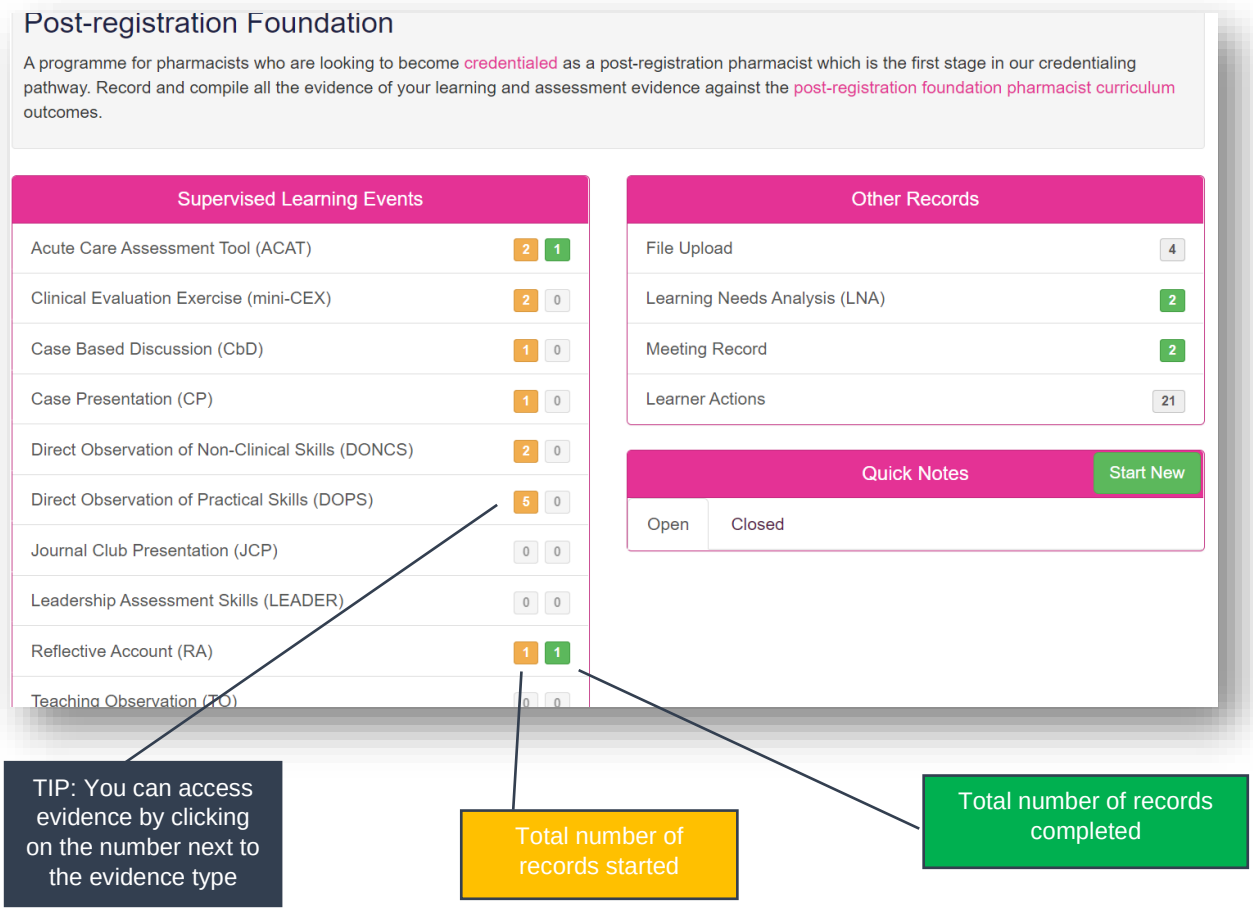
When you mark the quick note as complete, you will be redirected to the dashboard and the quick note will have moved to the list of ‘closed’ quick notes.



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 **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)

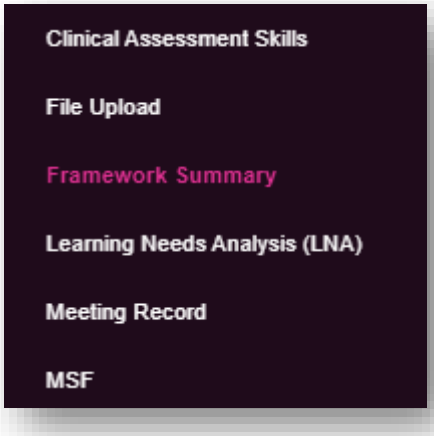
Hovering over the numbers  provide you with an explanation as to what this relates to.

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.

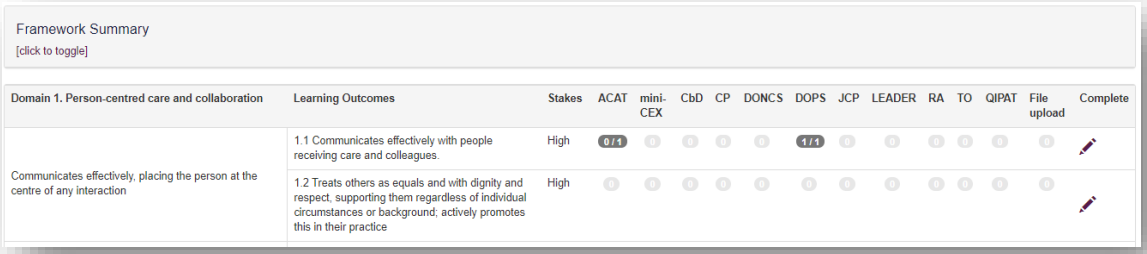
More information about accessing Supervised Learning Events can be found in **Section 8.**

4.2 Framework summary

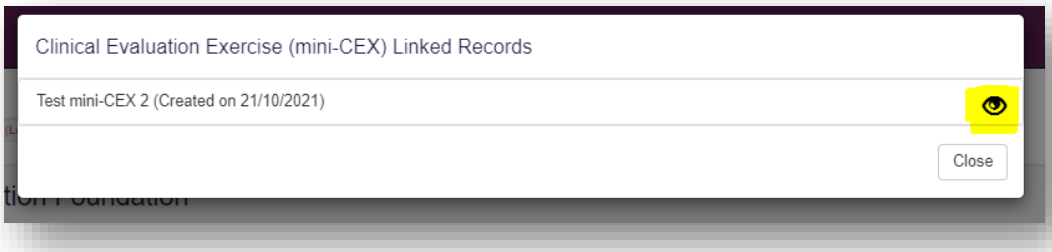
You can view your overall progress against the curriculum outcomes by selecting "**Framework Summary**" from the navigation menu



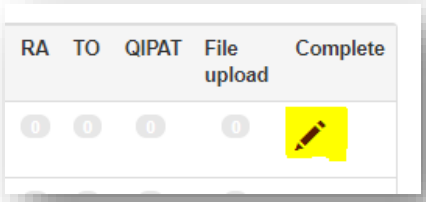
The framework summary displays a count of all records (supervised learning outcomes **and** file uploads) that have been mapped to the outcomes. When records are mapped, a number appears in a grey circle. The number on the right indicates evidence which has been started and the number on the left indicates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



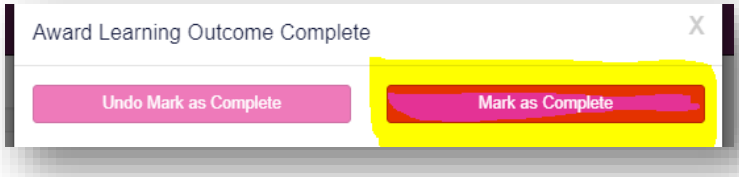
You can access the mapped online record direct from the framework summary by clicking on the grey circle and then the eye icon.



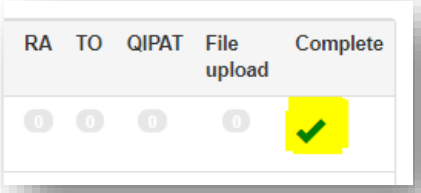
When you feel you have enough evidence mapped to an outcome to demonstrate you are performing at the required level, click on the pencil icon. We recommend you discuss with your educational supervisor and/or designated prescribing practitioner if you are ready to mark any outcomes as complete. This can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

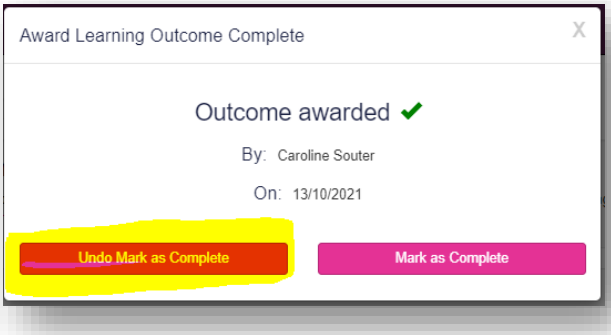


When you select "**Mark as Complete**" the pencil changes to a green tick



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

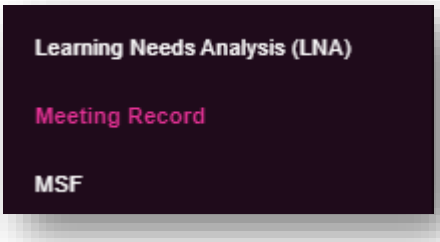
If you change your mind about marking the outcome as complete, click on the green tick and you can undo.



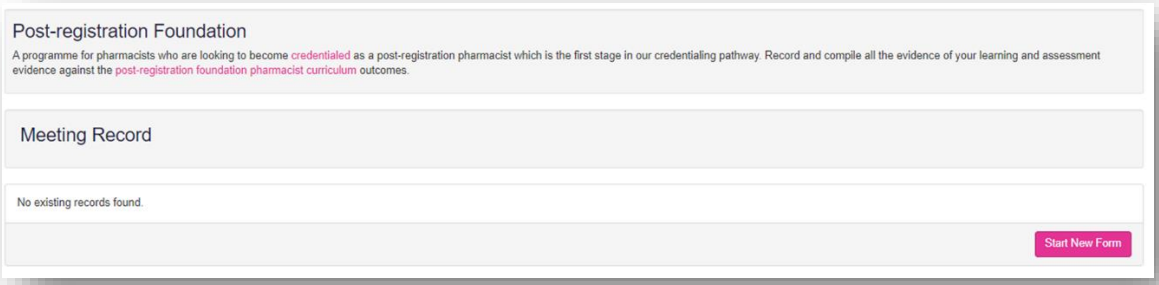
5. Review meetings

5.1 Meeting record

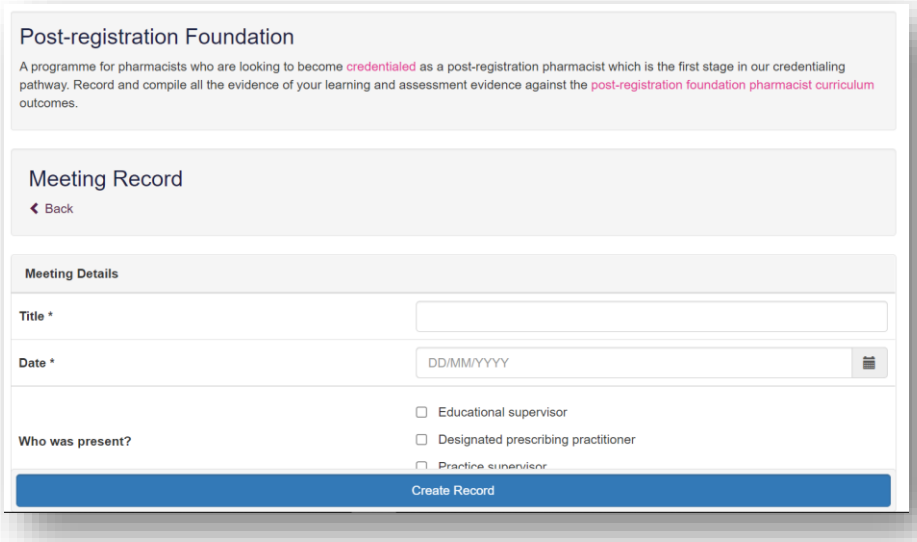
It is important to capture discussions of meetings that you have with your educational supervisor, designated prescribing practitioner and other colleagues. You can record meetings using the "**Meeting Record"** form in the E-portfolio.



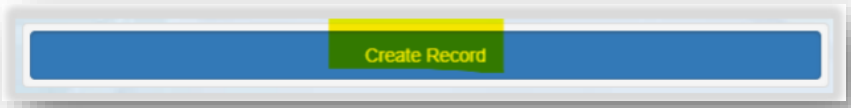
Select "**Start New Form**" to create a new record.



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

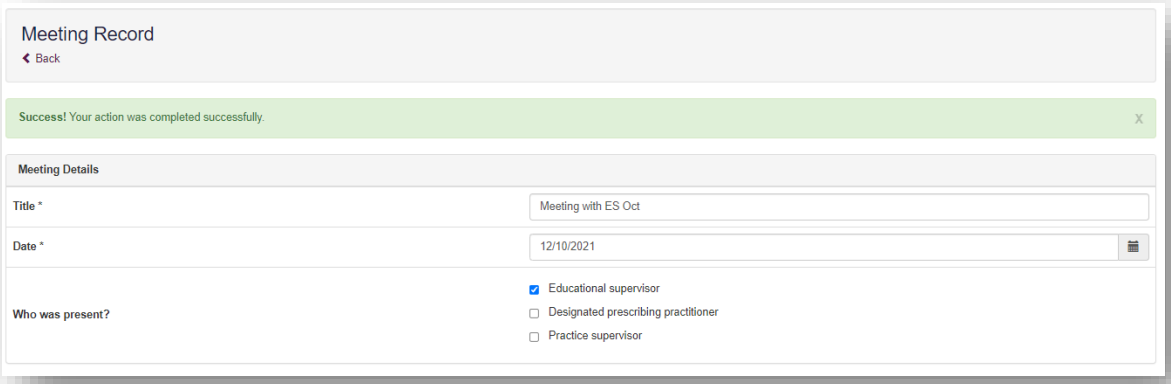


When you have completed all the required fields, select "**Create Record**".

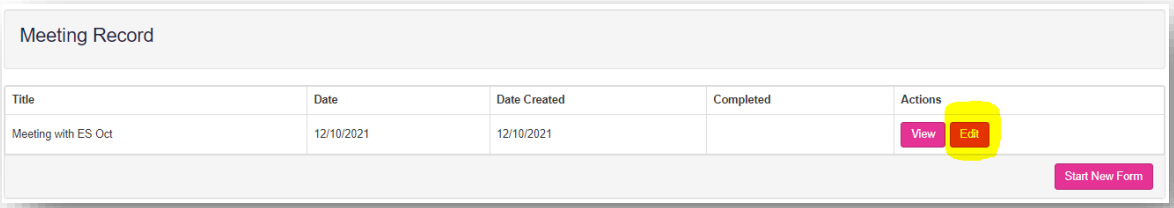


NOTE: You do not need to map meeting forms to any assessment activities or learning outcomes; there is no section to map to the frameworks.

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

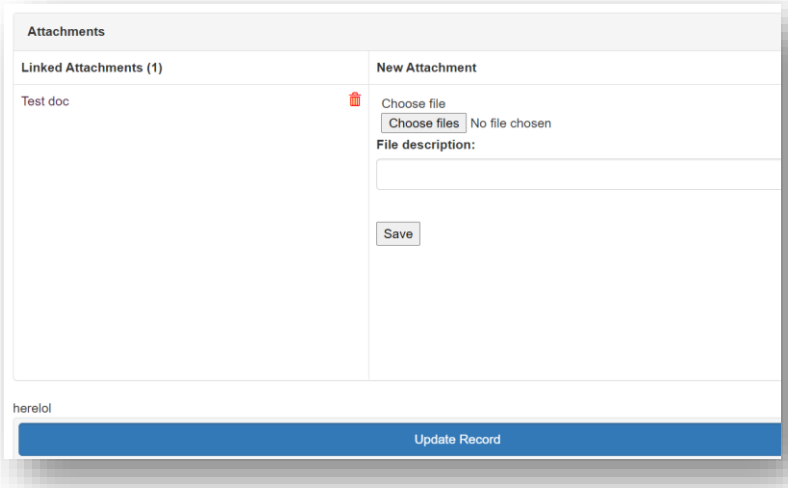


You will have noticed that you were not able to attach files when first completing the form. A file can only be attached when you have saved the meeting record by selecting "**Create Record"**. To upload an attachment as additional evidence for your meeting, select "**Edit**" to view the record you have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

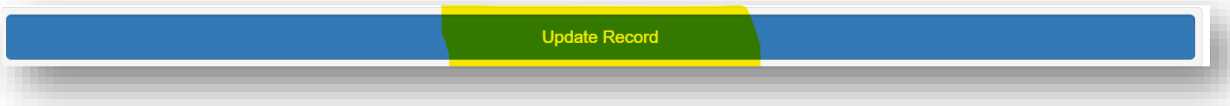


Add the upload by selecting "**Choose files**". You must enter a file description. Click "**Save**" once completed.

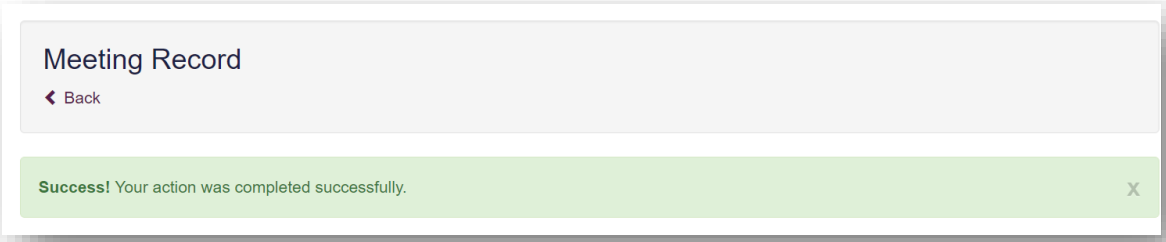
You can upload as many files as you wish, and delete any that are no longer relevant by clicking on the trash can icon.



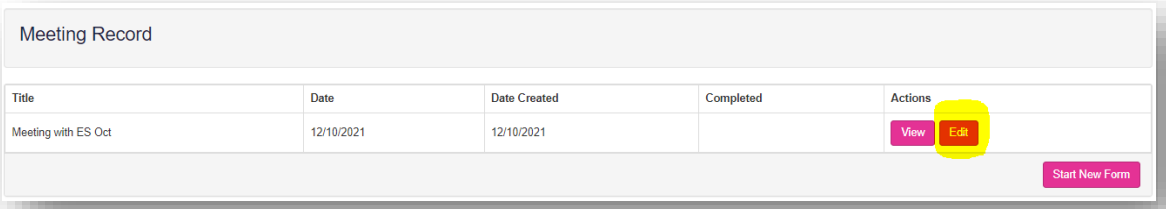
When you are finished editing select "**Update Record**".



You will receive confirmation that the record has been updated.



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

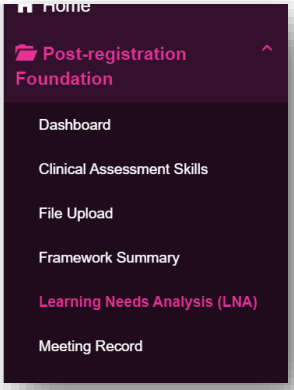


6. Learning needs analysis

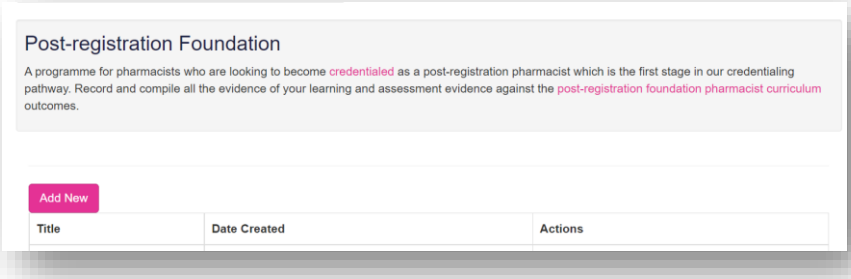
The Learning Needs Analysis (LNA) tool enables you to assess your practice against the post-registration foundation pharmacist curriculum outcomes. It is recommended you complete a Learning Needs Analysis at the start of your training and before every intermediate progress review or when your practice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

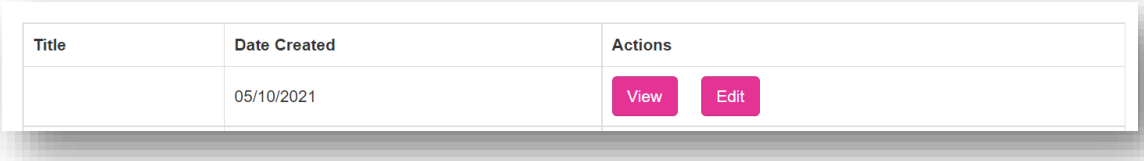
To complete the Learning Needs Analysis tool, select the "**Learning Needs Analysis (LNA)**" option from the navigation menu.



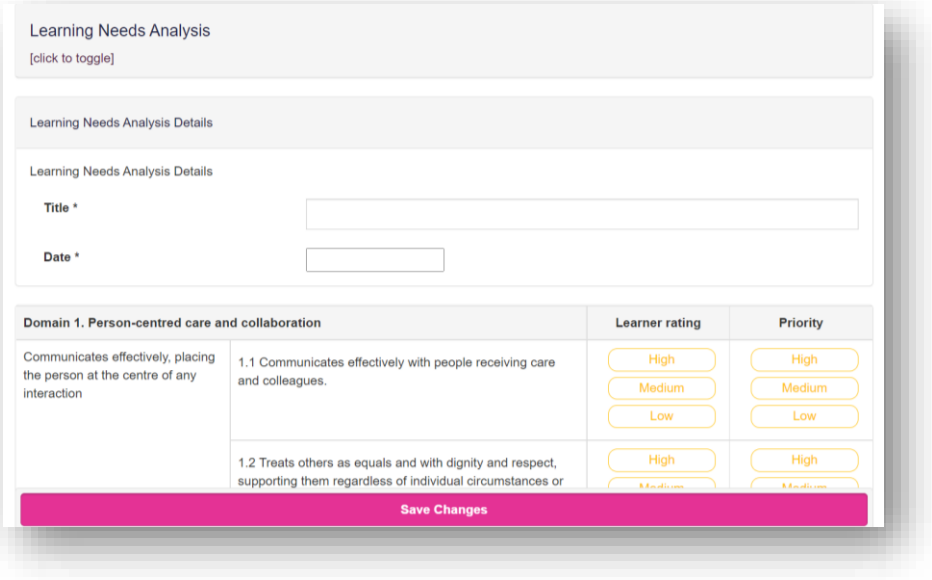
Select "**Add New**" to open a new Learning Needs Analysis.



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

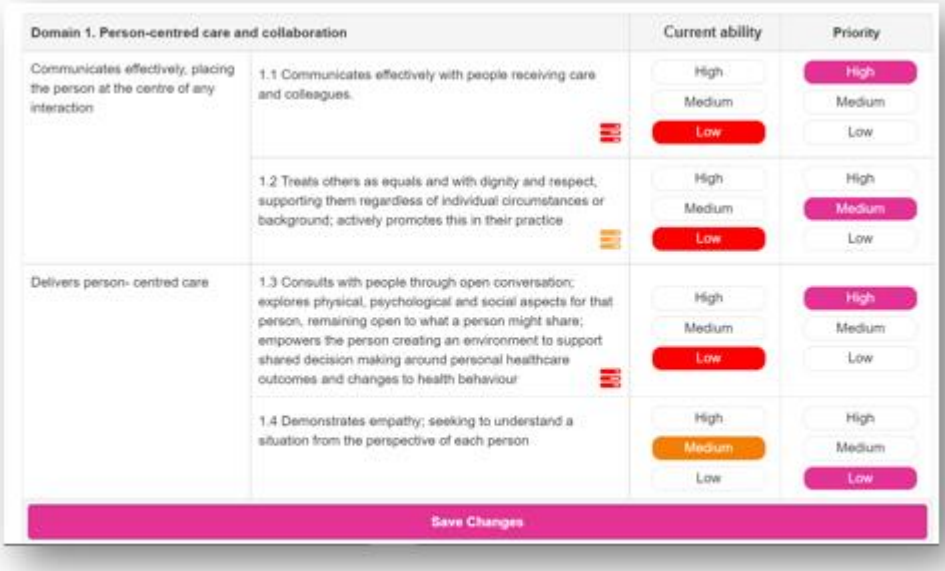


The Learning Needs Analysis will appear.



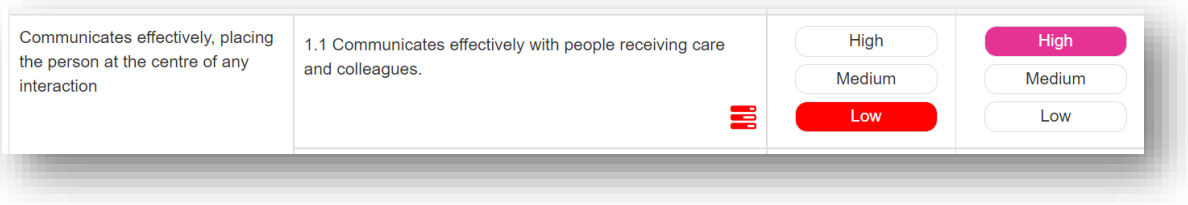
Work through the sections and assess yourself against all the outcomes from the framework. You will need to indicate your **current ability** and the **priority** in demonstrating the outcome The current ability and priority ratings are **High**, **Medium** or **Low**. For an explanation of the different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

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



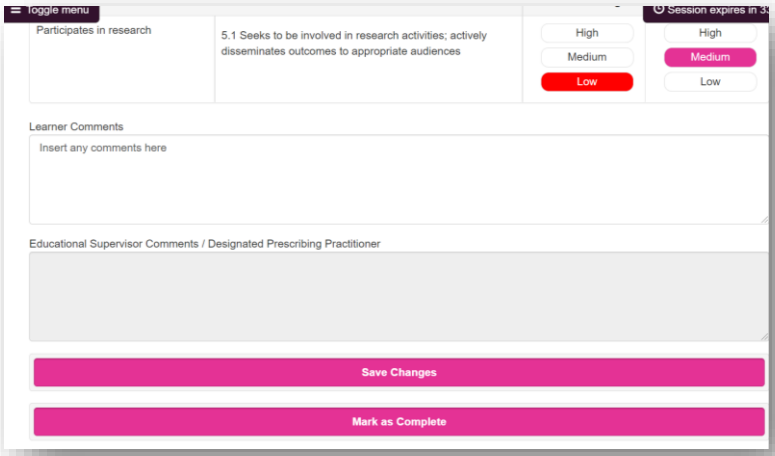
You will see that for certain ratings icons will appear next to each outcome.

Outcomes that require further development are highlighted by an ***action prompt*** icon.



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

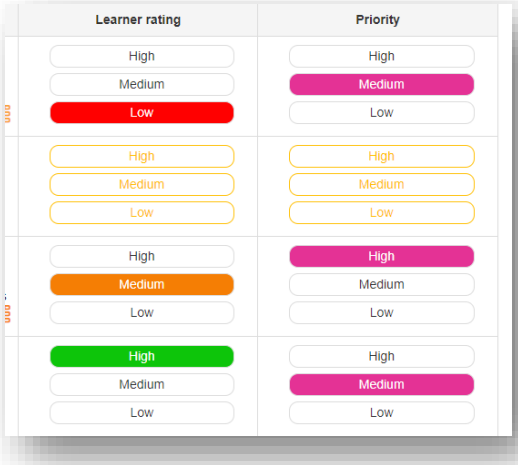
When you have completed the ratings for all outcomes, you and your educational supervisor / designated prescribing practitioner can add further comments in the fields at the bottom of the form.



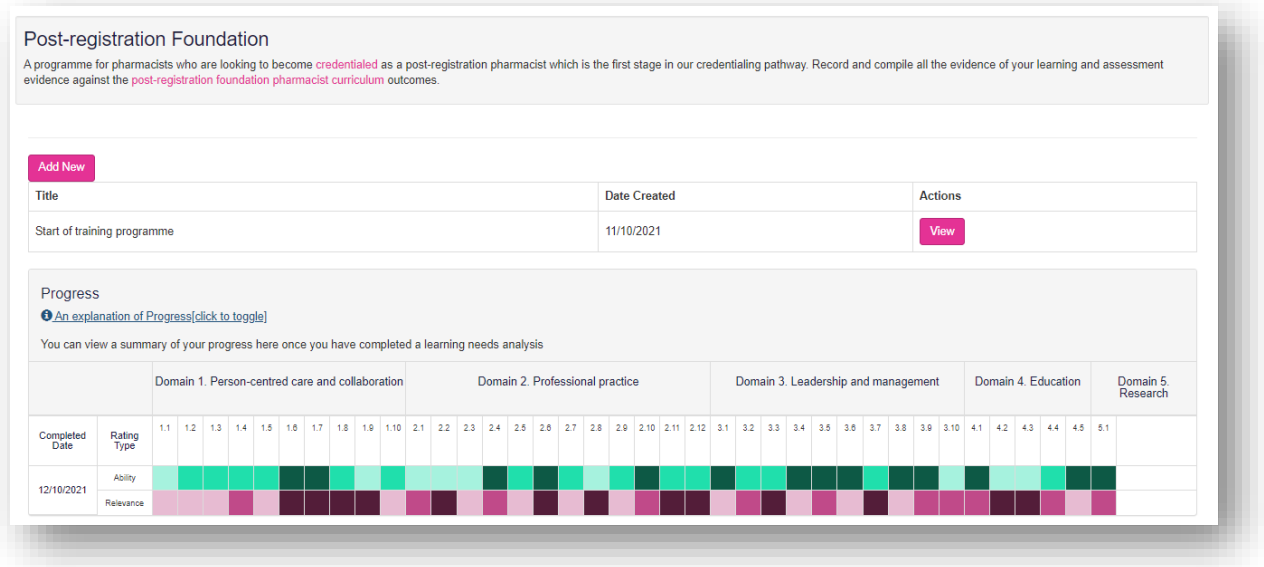
When you have completed the Learning Needs Analysis, you or your educational supervisor / designated prescribing practitioner can mark the tool as complete by clicking "**Mark as Complete"**. After this point, the Learning Needs Analysis will be closed and cannot be edited any further.

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.



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.



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.

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

Priority

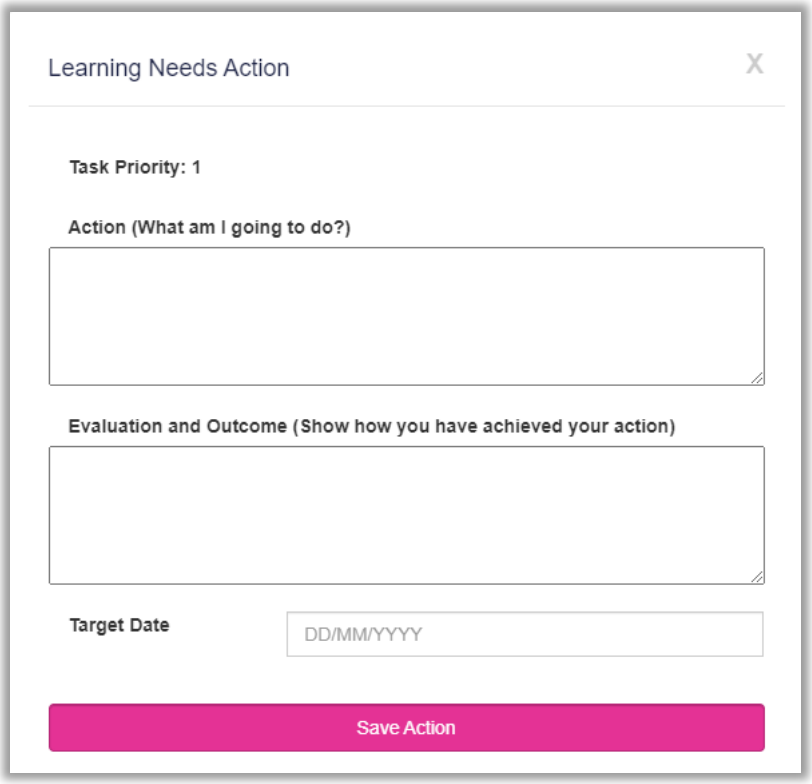
Rating	Explanation
High	This is high priority for my practice at this time.
Medium	This is medium priority for my practice at this time.
Low	This is low priority for my practice at this time.

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 **action**)	Create action
	Medium ability – High priority rating action prompt (Priority 2 **action**)	Create action
	Low ability – Highest priority rating action (Priority 1 **task**)	View and edit action
	Medium ability – High priority rating action (Priority 2 **task**)	View and edit action
	Low ability – Medium priority rating action (Priority 3 **task**)	View and edit action
	Action completed	View action

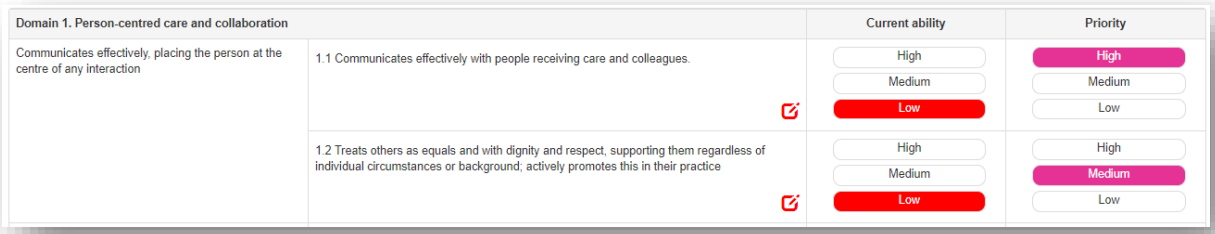
6.3 Creating and managing tasks

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.

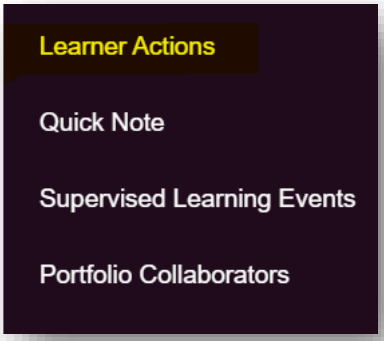


Complete the fields and click "**Save Action**".

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

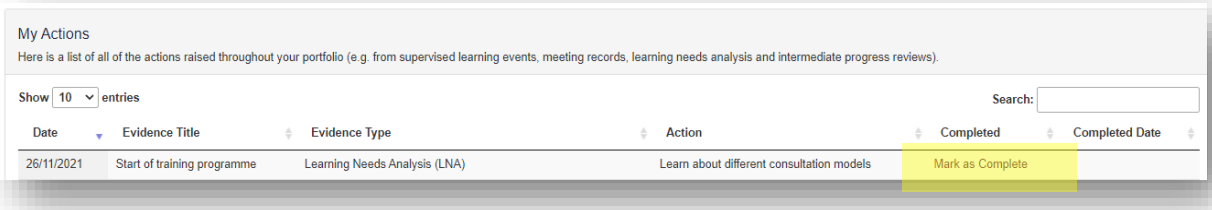


To view your actions, go to the navigation menu and click the "**Learner Actions"** area.

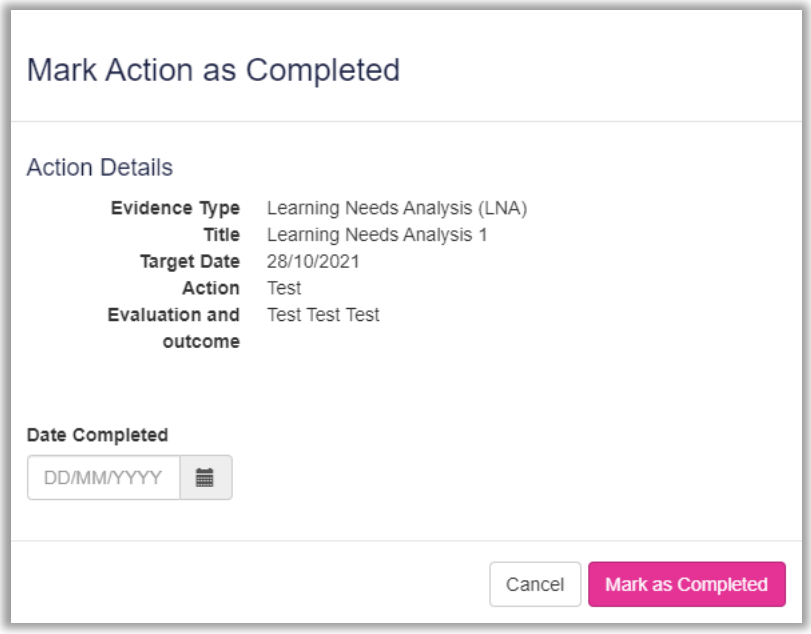


Your tasks are saved under the **My Actions** list. This list contains all of the actions raised throughout your E-portfolio (for example from supervised learning events, meeting records, learning needs analysis, etc.).

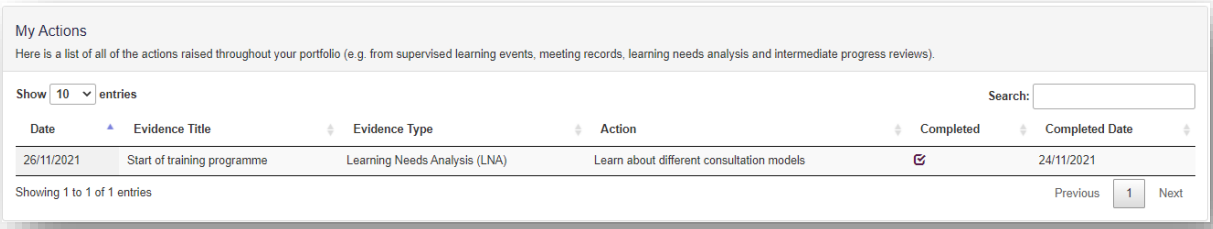
Click **"Mark as Complete"** next to an action that has been completed.



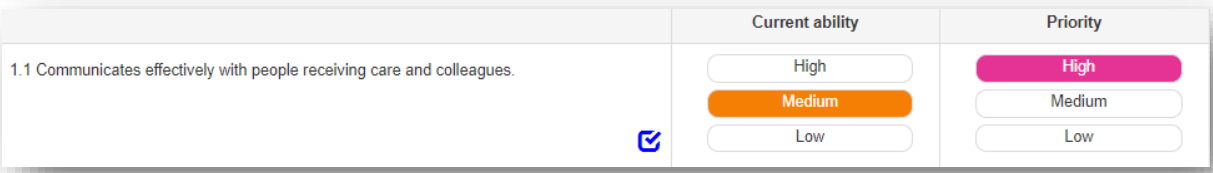
Enter the **completion date** and select "**Mark as Completed**".



Completed actions will display the following icon 

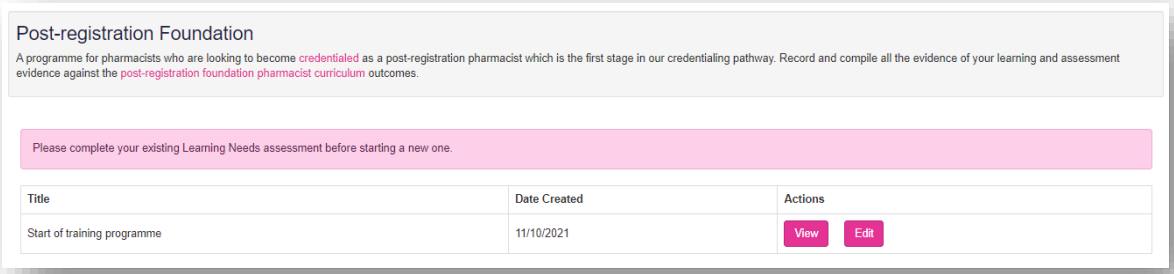


Within the **Learning Needs Anlaysis** area**,** the action icon for the completed task will change to a blue icon.



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**".



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.

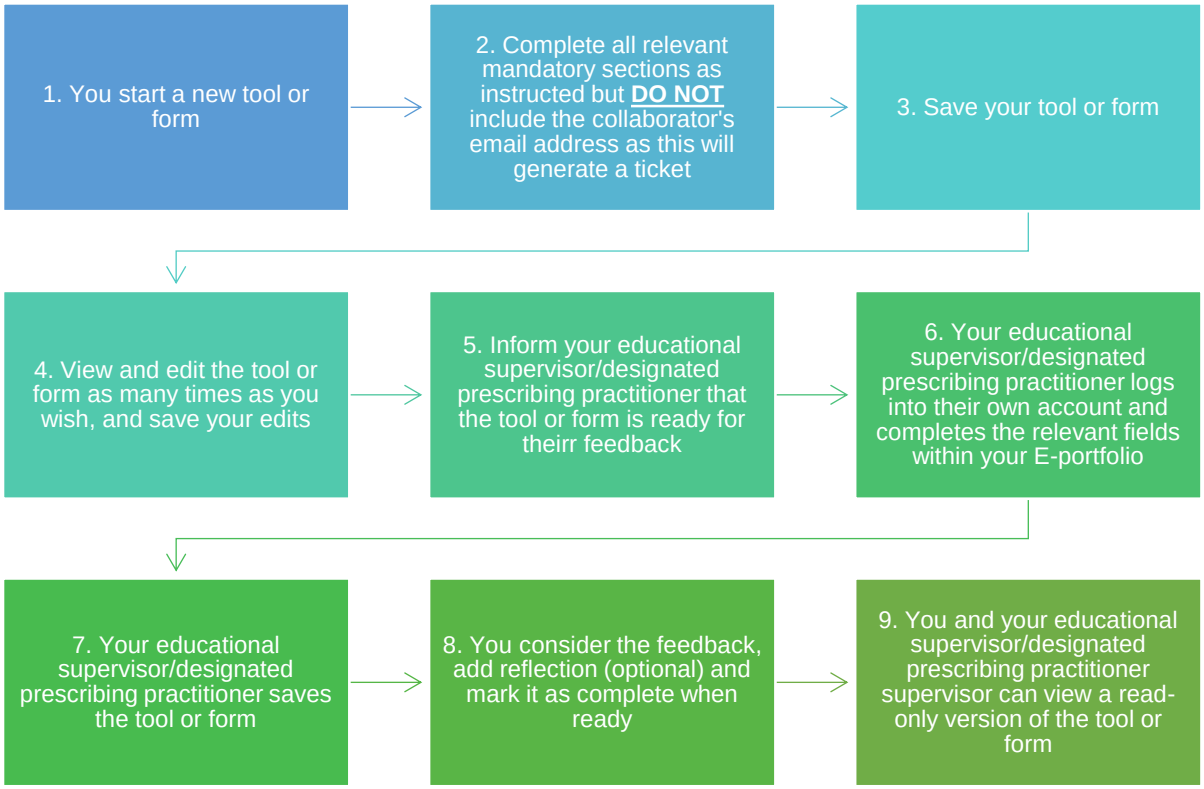
There are two main ways of completing an online assessment tool or form:

- 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 portoflio collaborator (educational supervisor or designated prescribing practitioner)

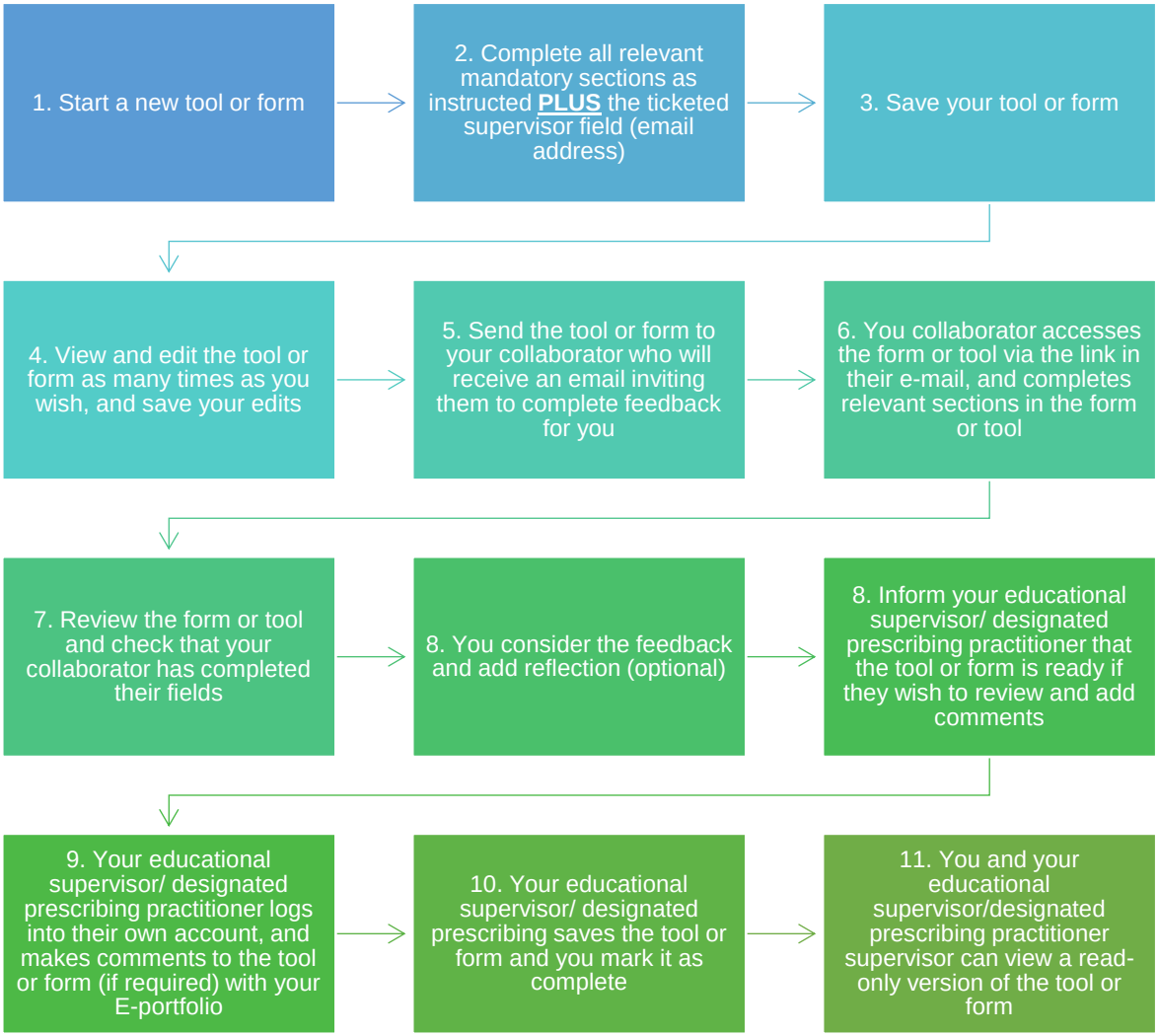
This process enables your educational supervisor or designated prescribing practitioner to complete the forms directly within the E-portfolio as they will have a registered E-portfolio account linked to yours. The process is outlined below:



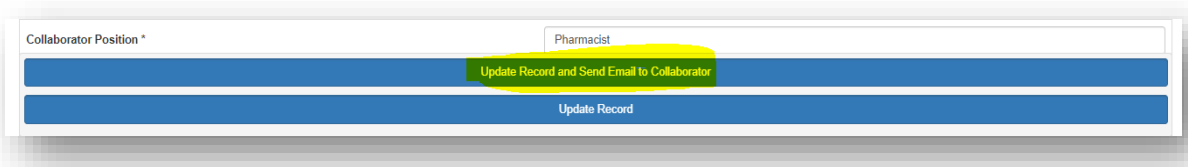
7.2 Online process with ticketed collaborator

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:

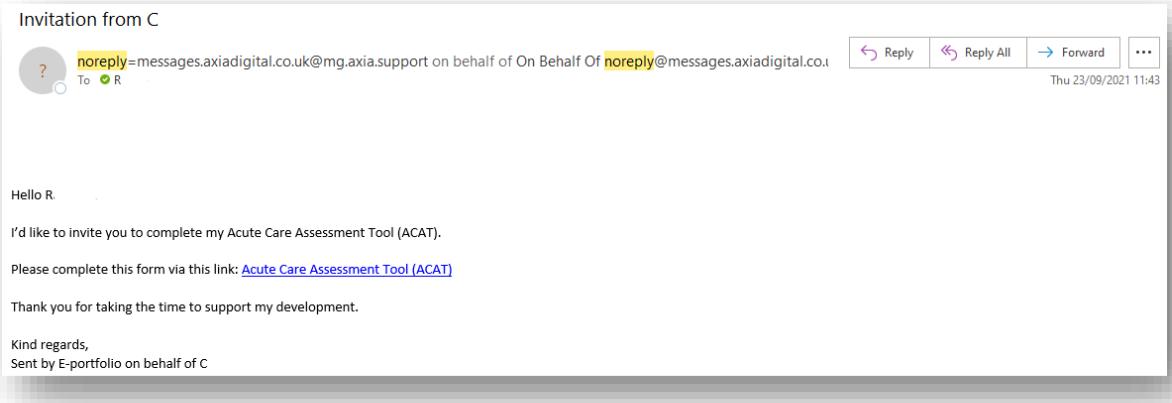


When you add the ticketed collaborator's email address, it triggers the option to send the form via an email link to them.



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.

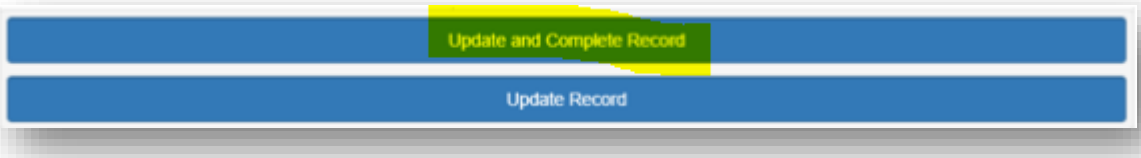
Acute Care Assessment Tool (ACAT)

[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	View
Discussion of a Cardiology Patient	20/09/2021	20/09/2021	J on 20/09/2021	View

Start New Form

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)

[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

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

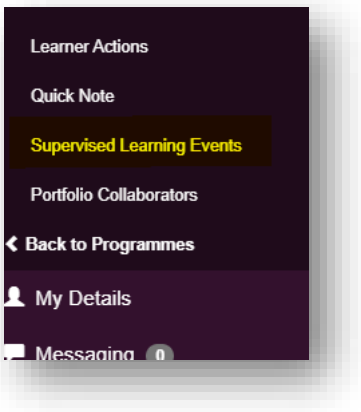
- Acute care assessment tool (ACAT)
- Case Based Discussion (CbD)
- Case presentation (CP)
- Clinical Evaluation Exercise (mini-CEX)
- Direct Observation of Non-Practical Skills (DONCS)
- Direct Observation of Practical Skills (DOPS)
- Journal Club Presentation (JCP)
- Leadership assessment skills (LEADER)
- 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*

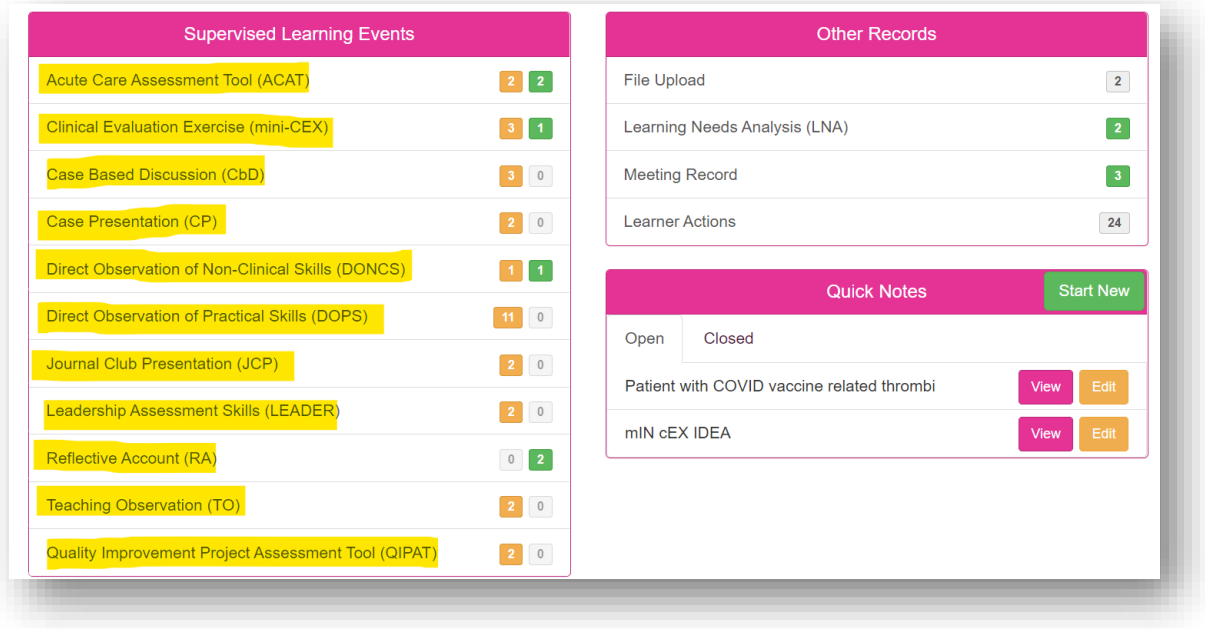
These tools should be completed with your educational supervisor, designated prescribing practitioner or a ticketed collaborator. They are a record of feedback given from a collaborator on a learning event and allow you to demonstrate progress against the curriculum outcomes and clinical assessment skills. 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.

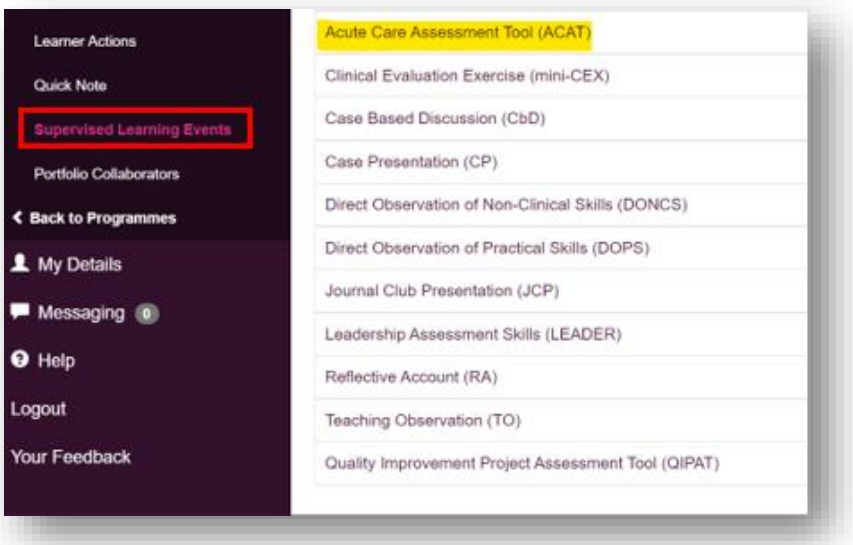


8.1 Acute care assessment tool (ACAT)

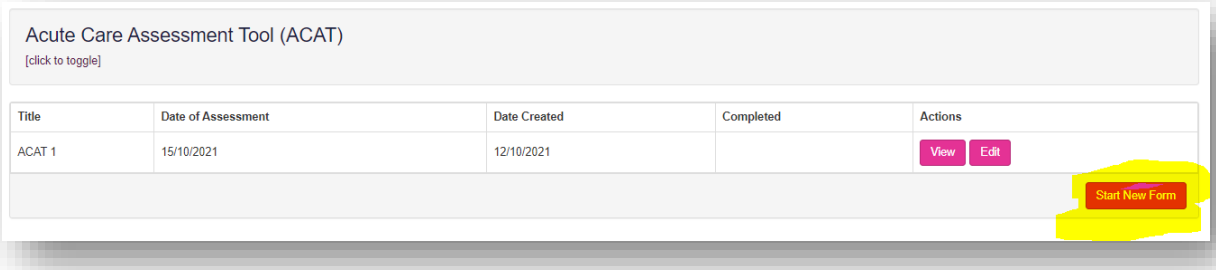
This tool is an evaluation of your clinical assessment and management, decision making, team working, time management, record keeping, prioritisation and handover over a continuous period of time across multiple patients.

8.1.1 Creating and completing an Acute Care Assessment Tool

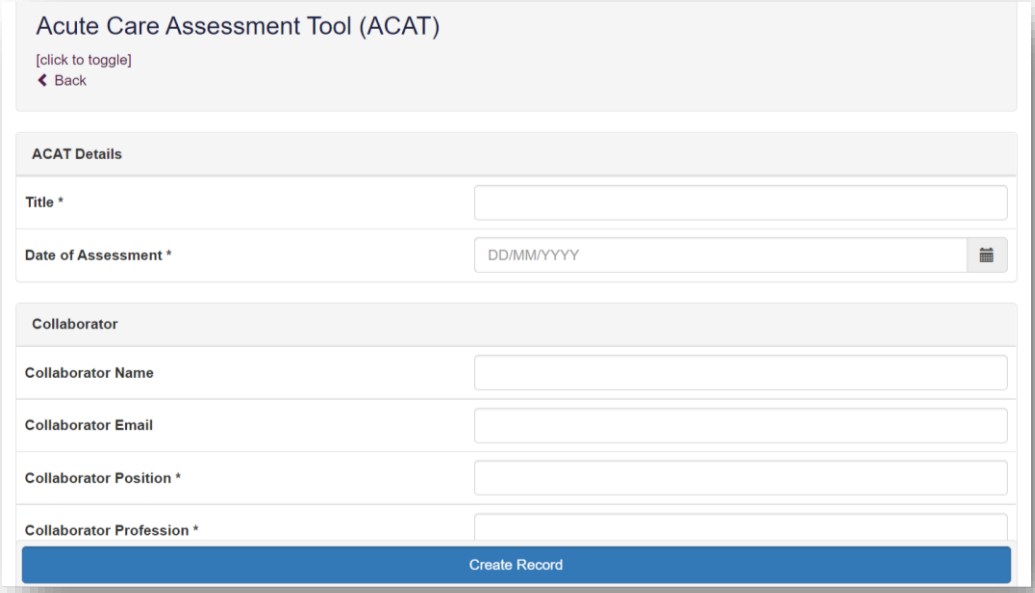
On the menu, select "**Supervised Learning Events"** then "**Acute care assessment tool (ACAT)**" or select "**Acute care assessment tool"** from the dashboard.



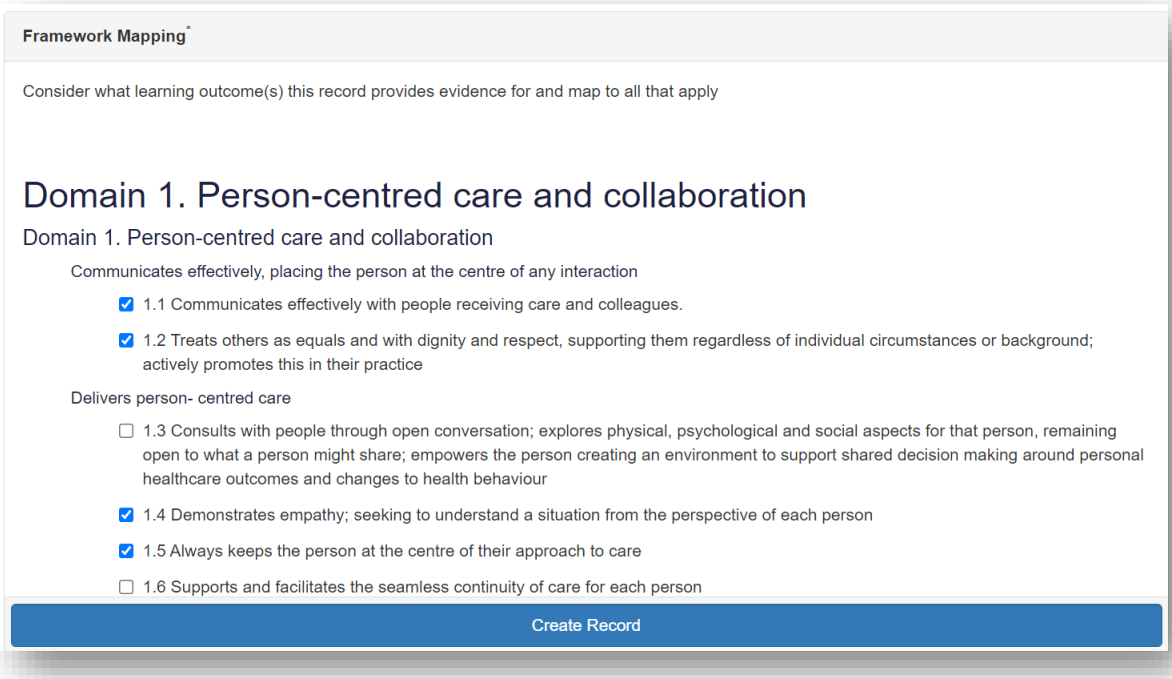
Select “**Start New Form**” to create a new record.



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

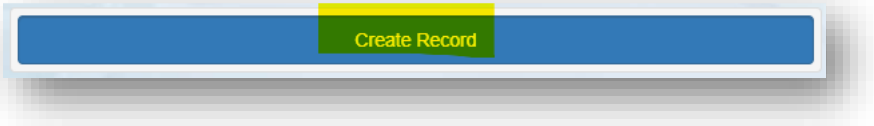


Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

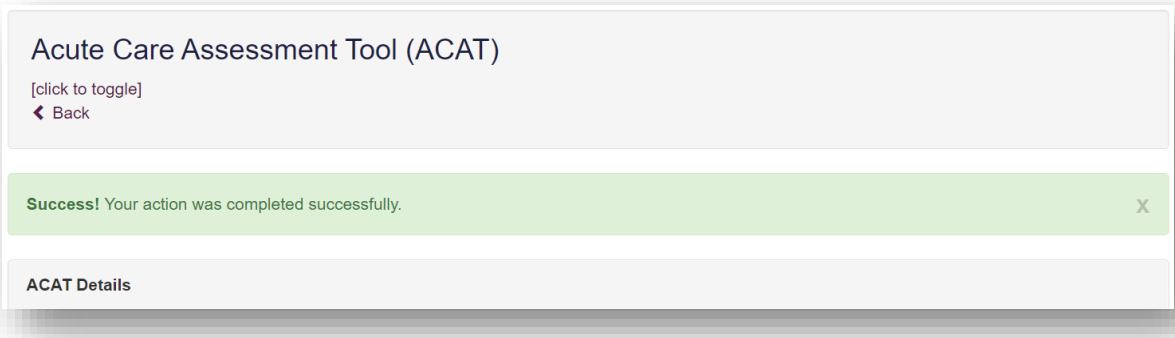


NOTE: You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

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.



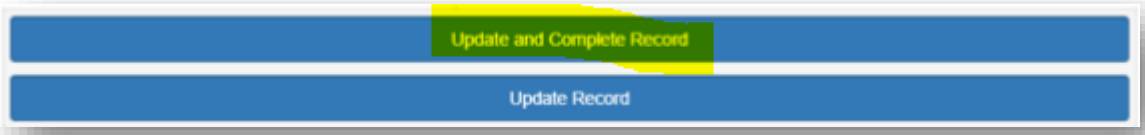
You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

Your educational supervisor or designated prescribing practitioner will complete their sections of the form and either you or your collaborator will 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".**

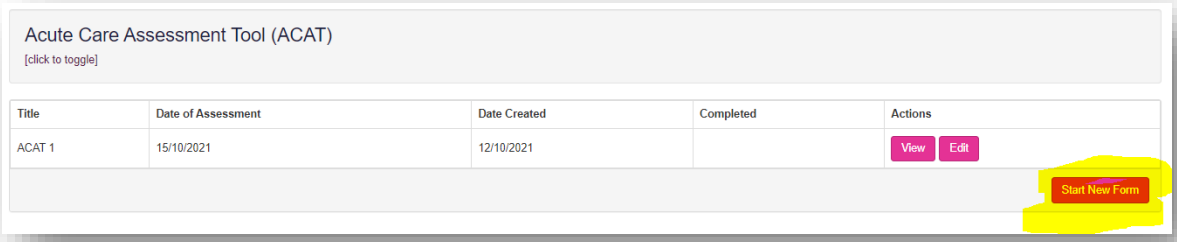
When the form is finished, select "**Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.



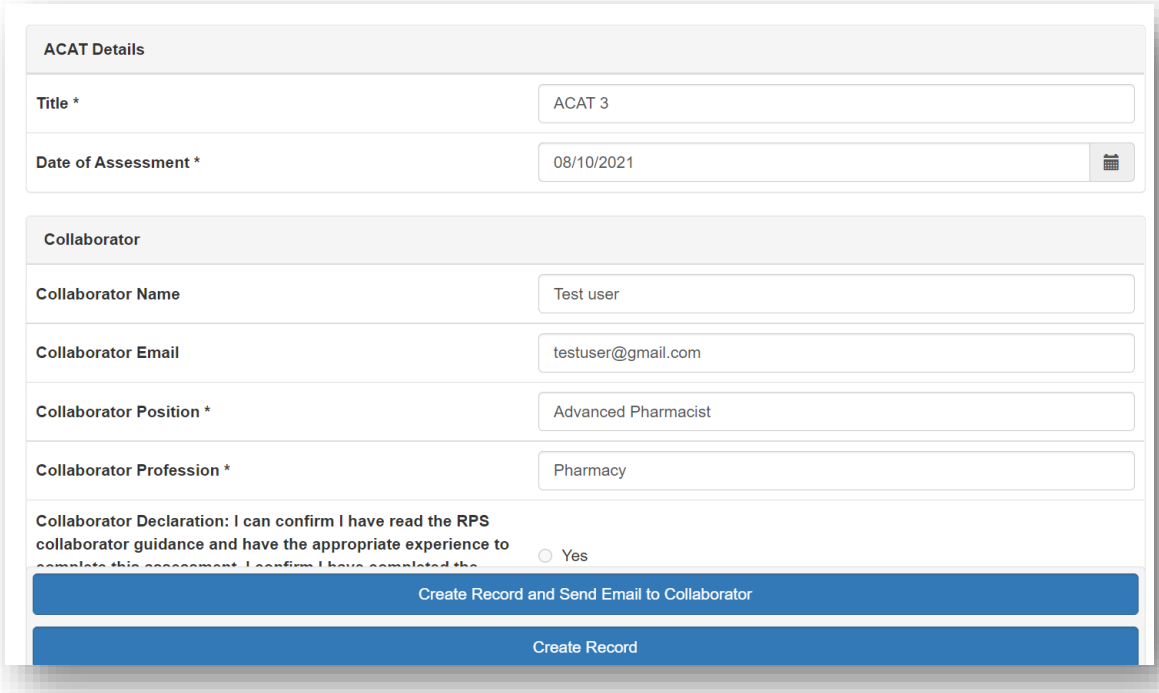
8.1.2 Seeking feedback on an Acute Care Assessment Tool via a ticket

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.

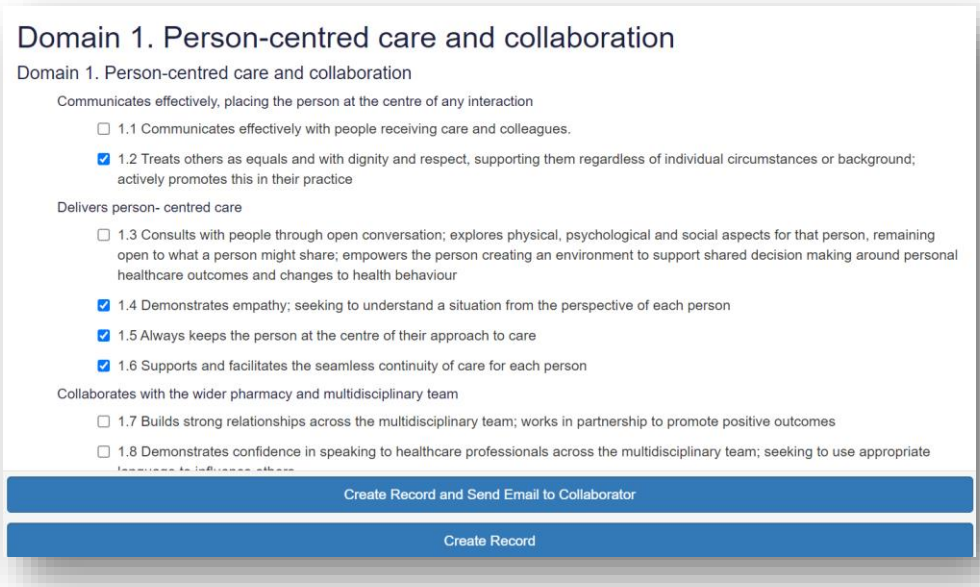


The 'Acute Care Assessment tool' form will appear. Complete the required fields as instructed INCLUDING the collaborator email address field.

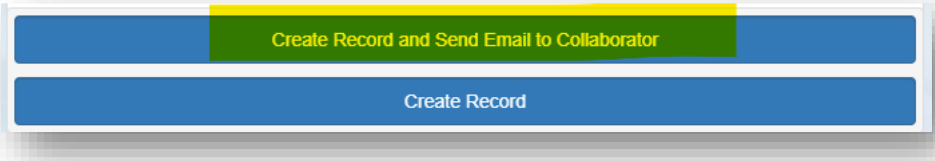


NOTE: You will notice that there are rating fields that you will not be able to complete. These are fields for your collaborators.

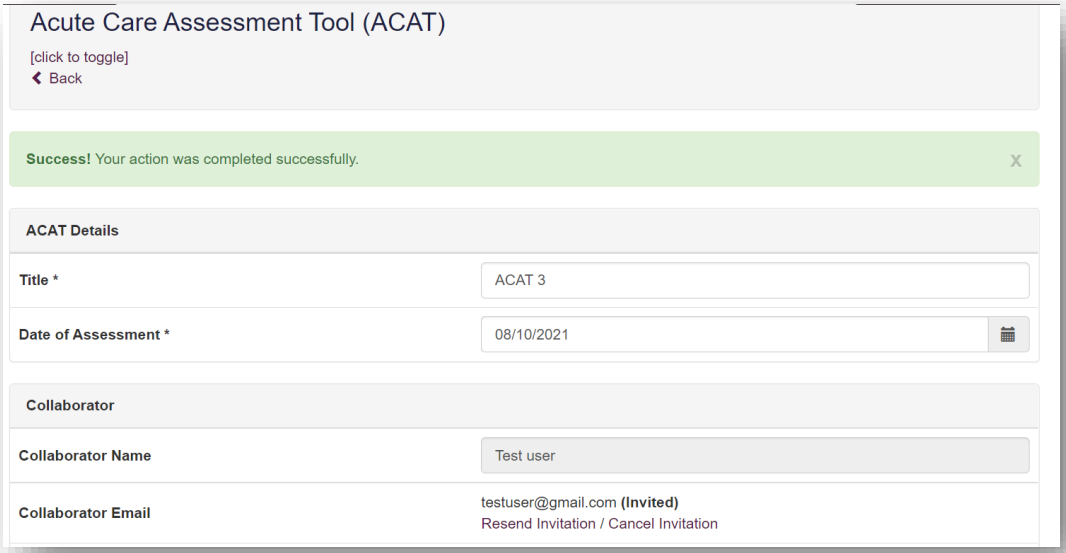
Continue and complete the rest of the form as instructed. Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.



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.



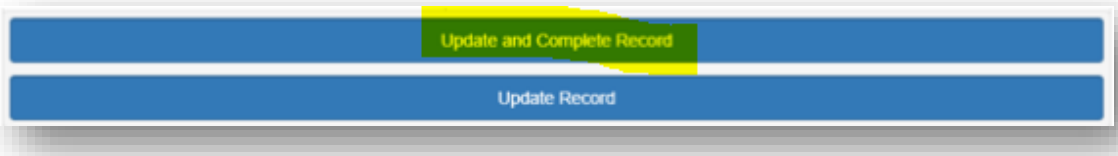
Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

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.

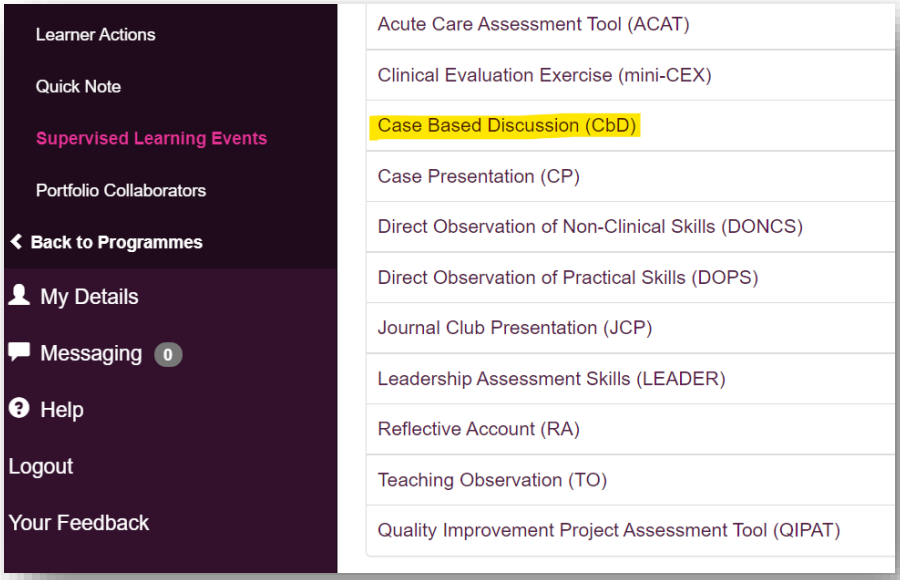


8.2 Case Based Discussion (CbD)

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.

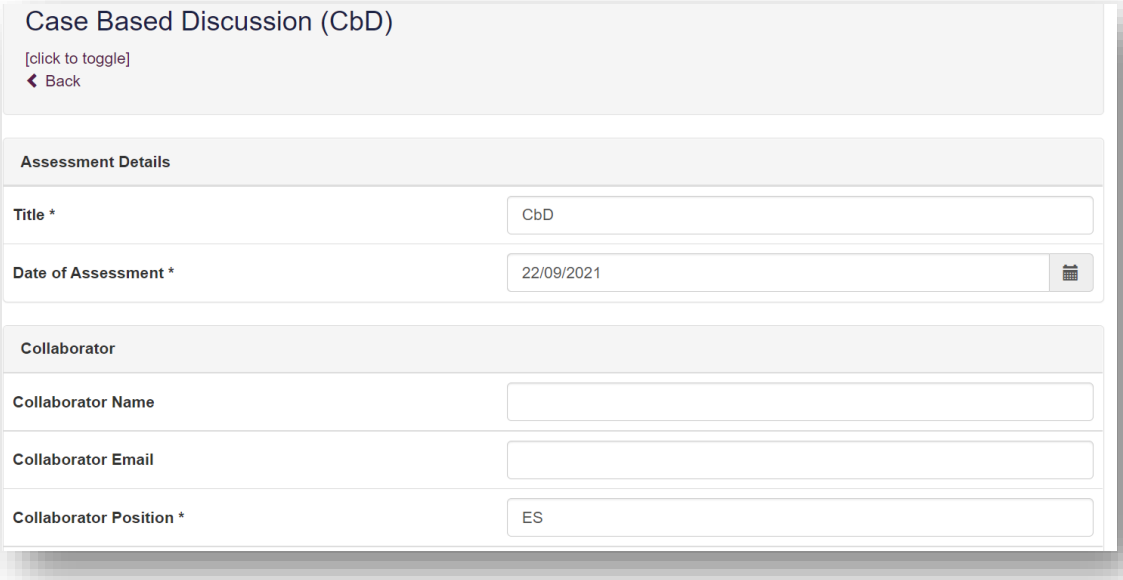
8.2.1 Creating and completing a Case Based Discussion

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

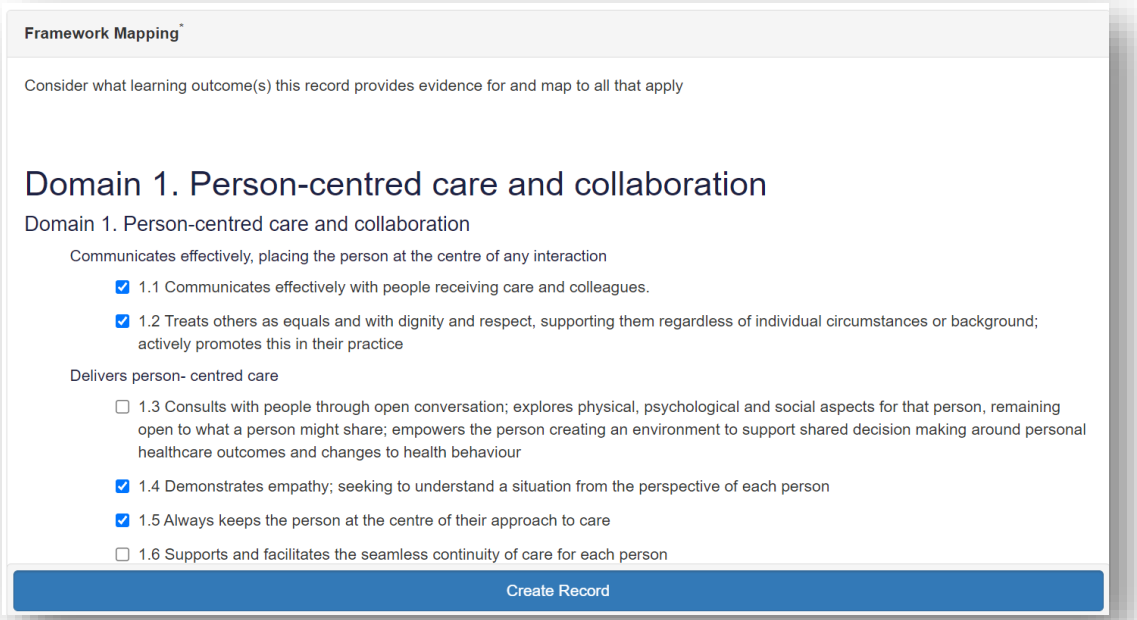


Select "**Start New Form**" to create a new record.

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

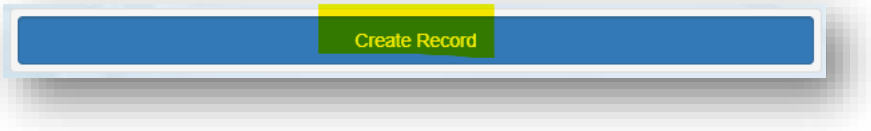


Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

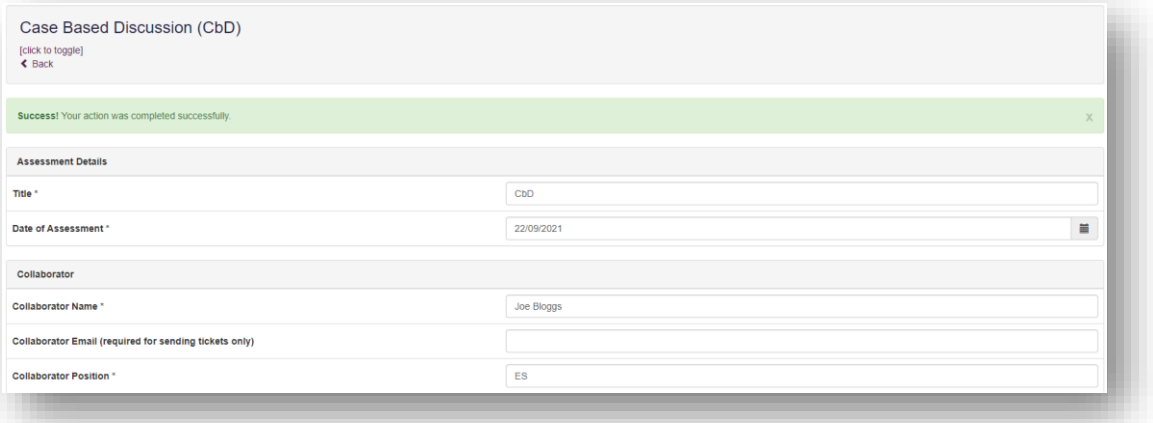


NOTE: You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

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.



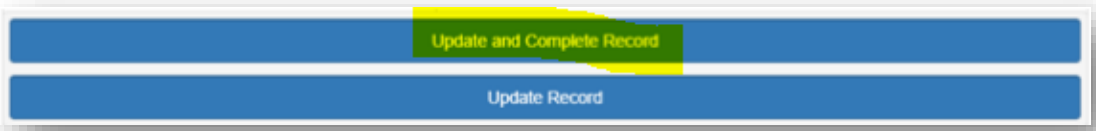
You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

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.

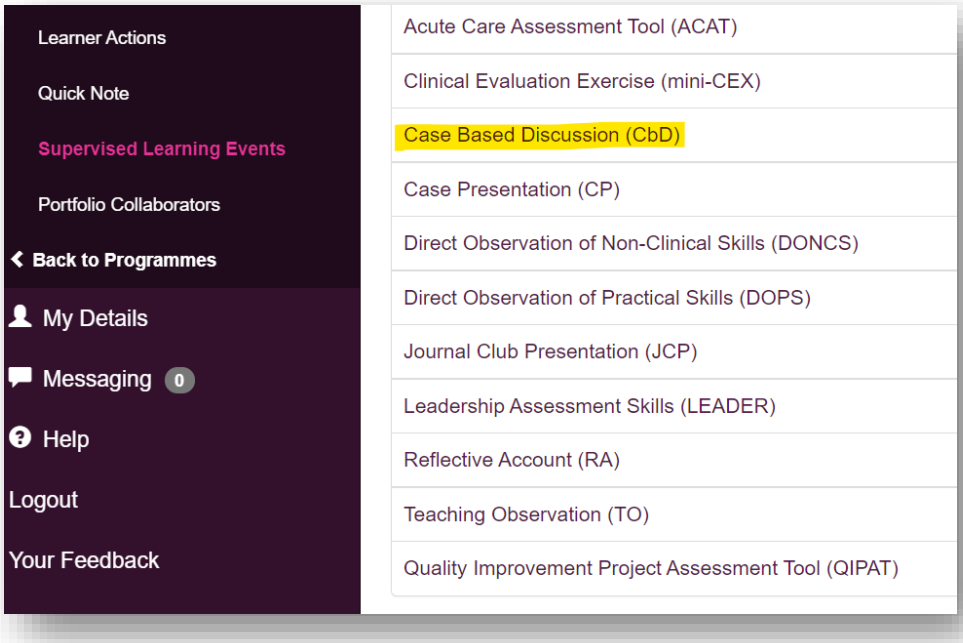
If at any point you want to **save any edits** made to the form, select "**Update Record".**

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.

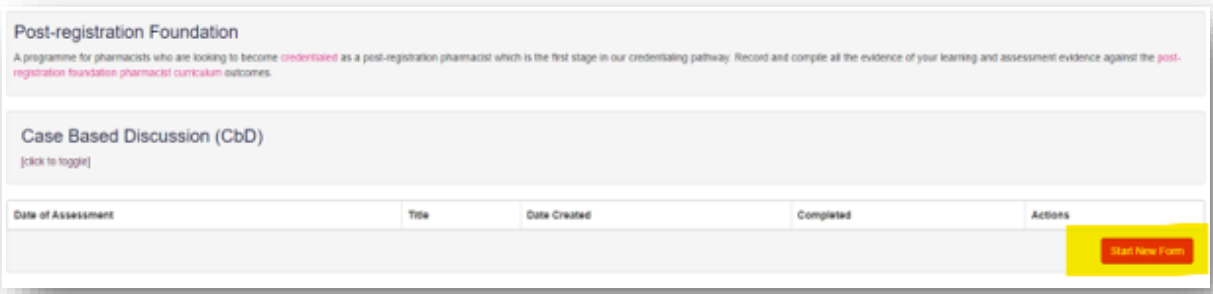


8.2.2 Seeking feedback on a Case Based Discussion via a ticket

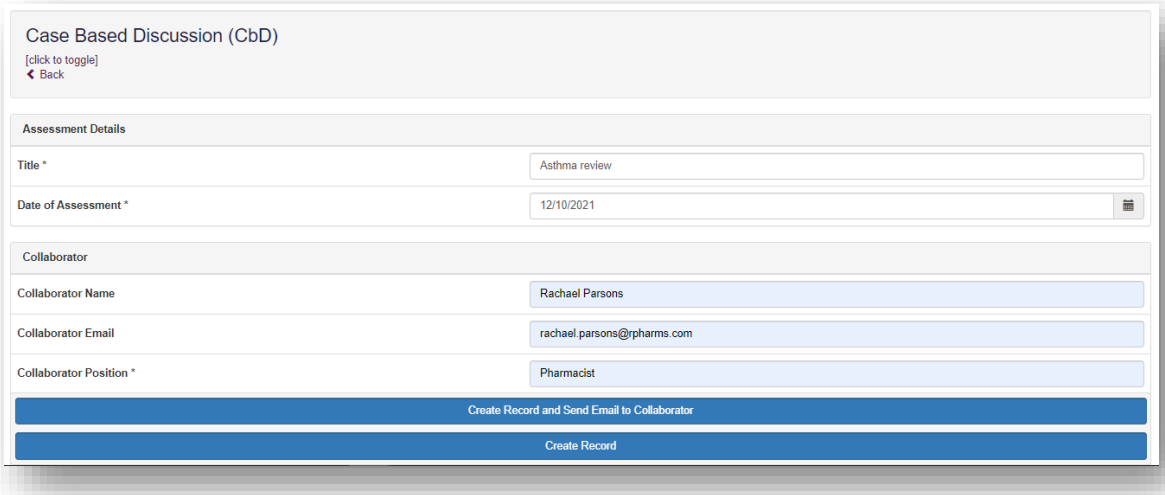
On the menu, select "**Supervised Learning Events"** then "**Case Based Discussion (CbD)**" or select "**Case Based Discussion (CbD)**" from the dashboard.



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

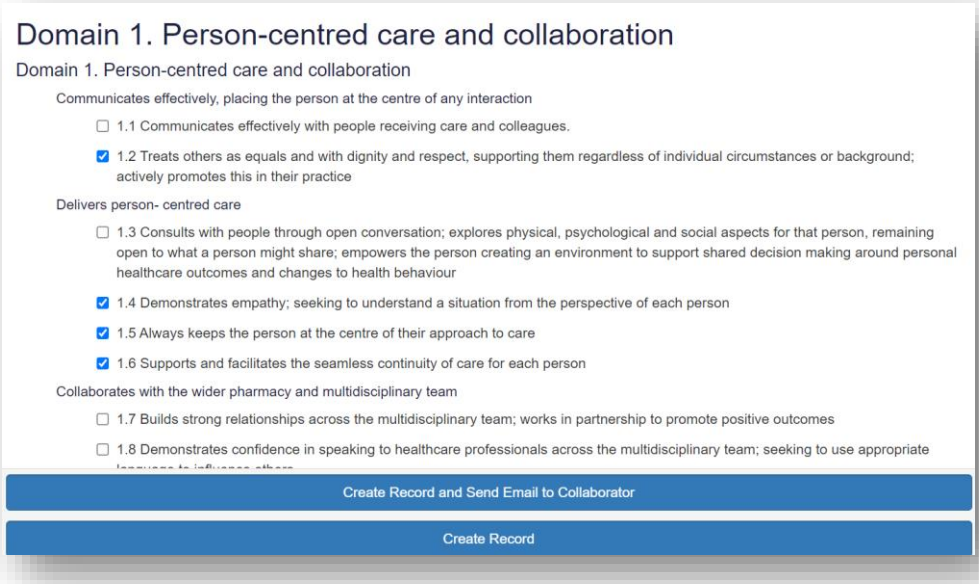


The 'Case Based Discussion tool' form will appear. Complete the required fields as instructed INCLUDING the collaborator email address field.

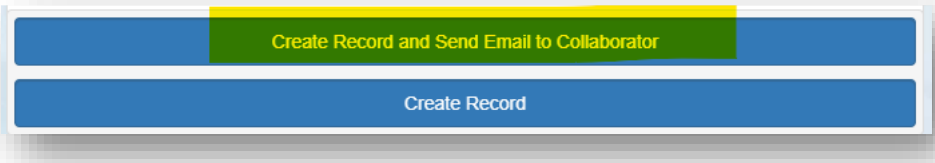


NOTE: You will notice that there are rating fields that you will not be able to complete. These are fields for your ticketed collaborators.

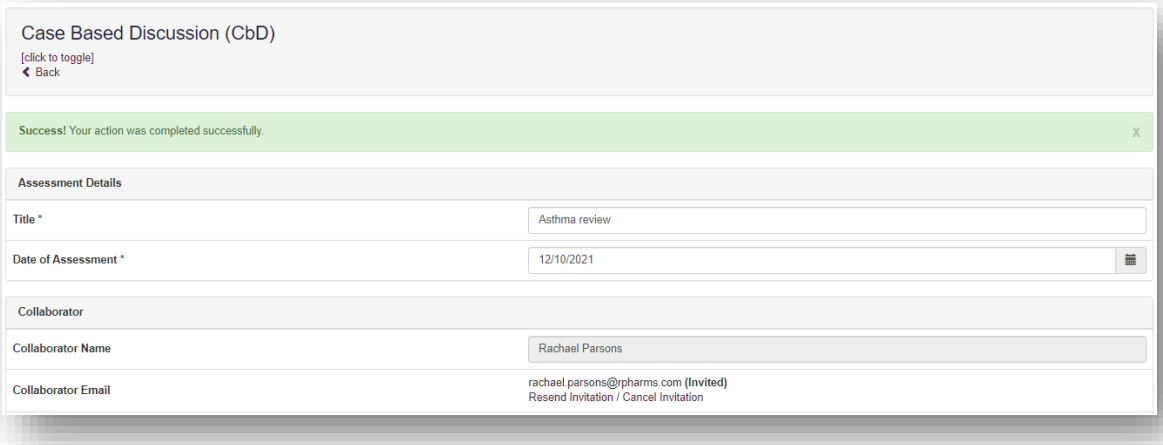
Continue and complete the rest of the form as instructed. Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.



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.



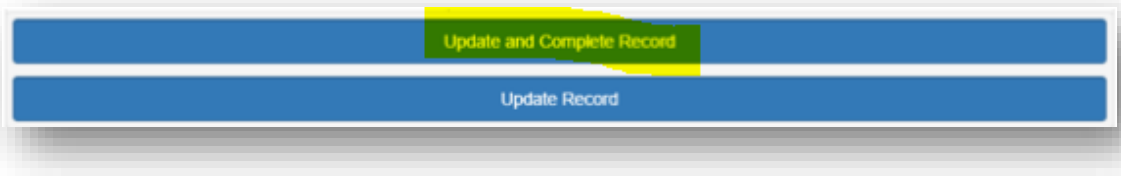
Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

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.

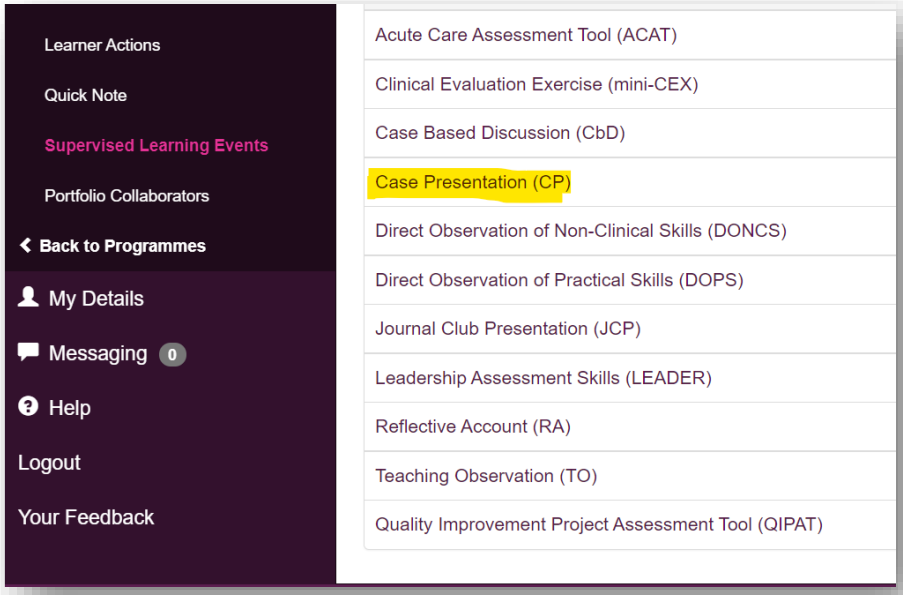


8.3 Case Presentation (CP)

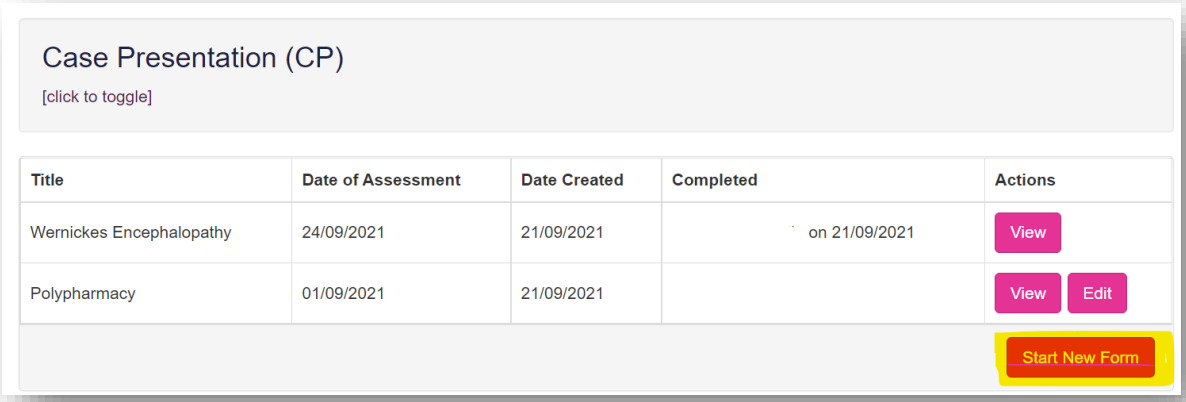
This tool is an evaluation of your ability to effectively present a case to colleagues demonstrating effective clinical assessment and management, decision making, team working and time management.

8.3.1 Creating and completing a Case Presentation

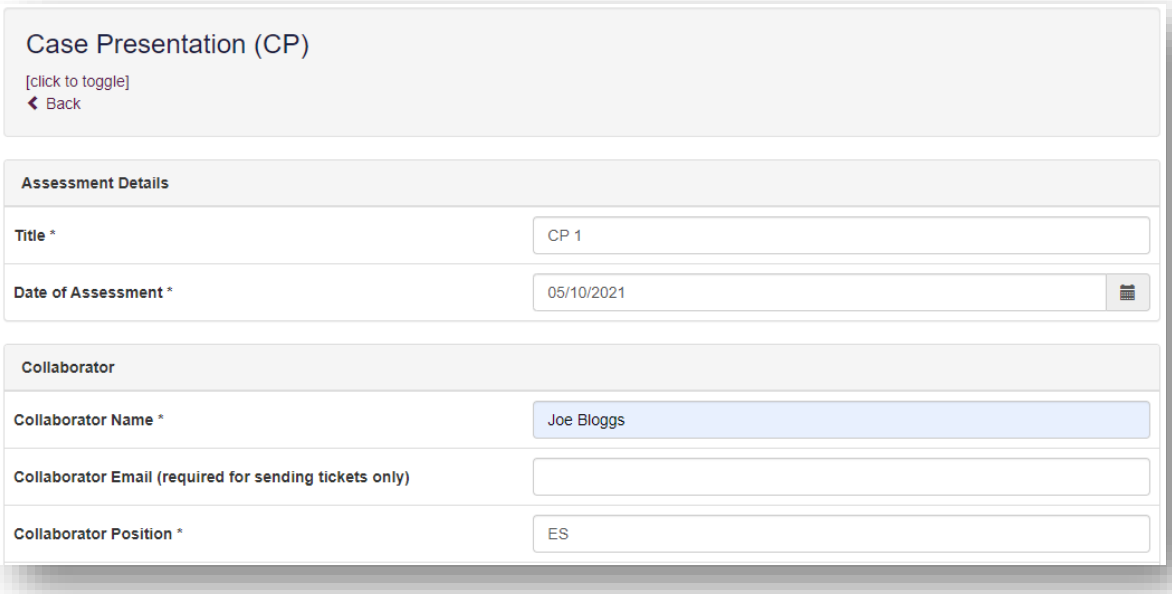
On the menu select "**Supervised Learning Events"** then "**Case presentation (CP)**" or select "**Case presentation (CP)**" from the dashboard.



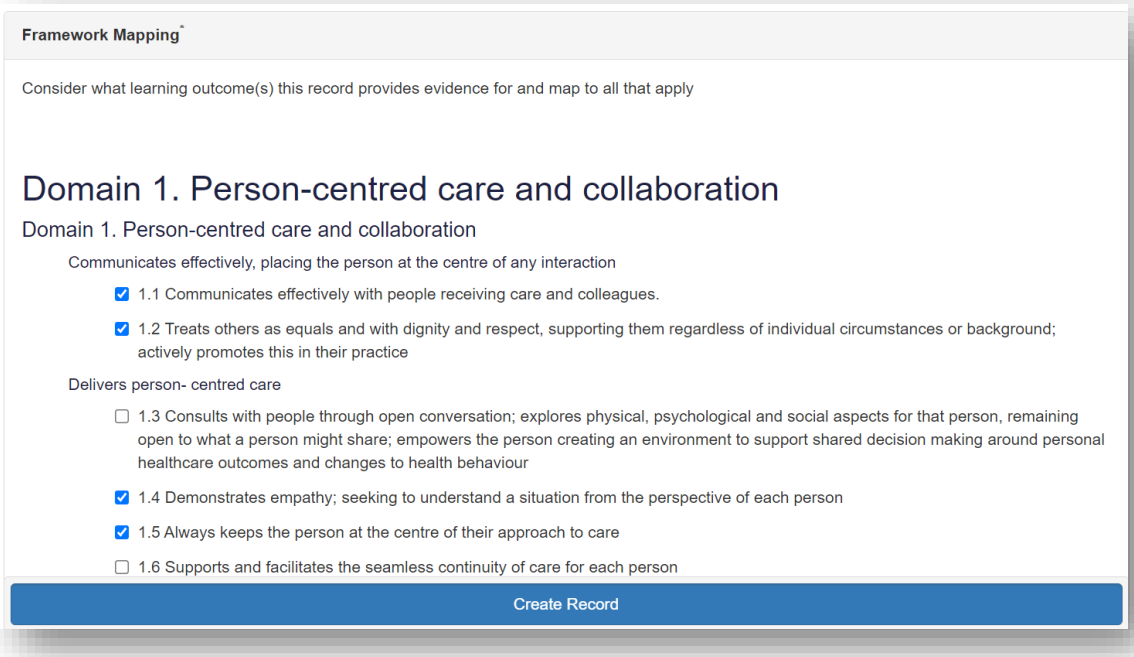
Select "**Start New Form**" to create a new record.



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

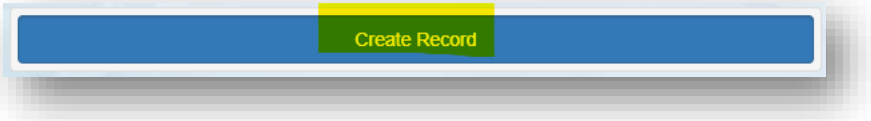


Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

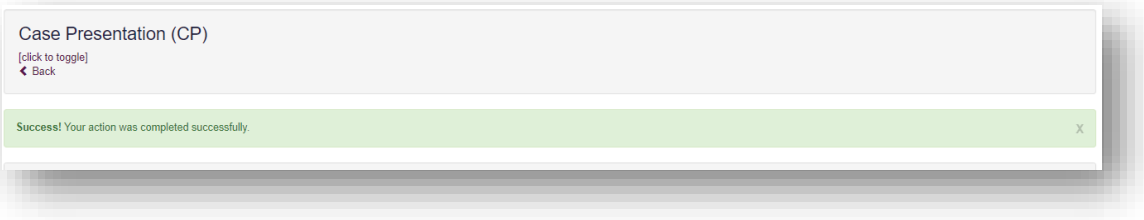


NOTE: You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

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.



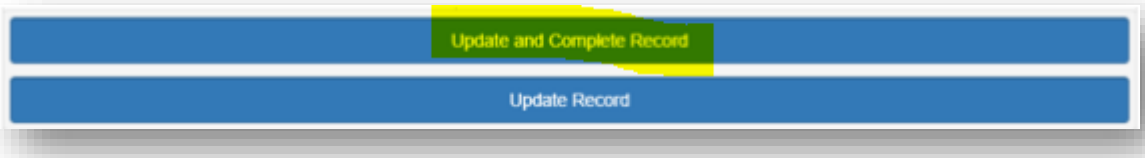
You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

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”**

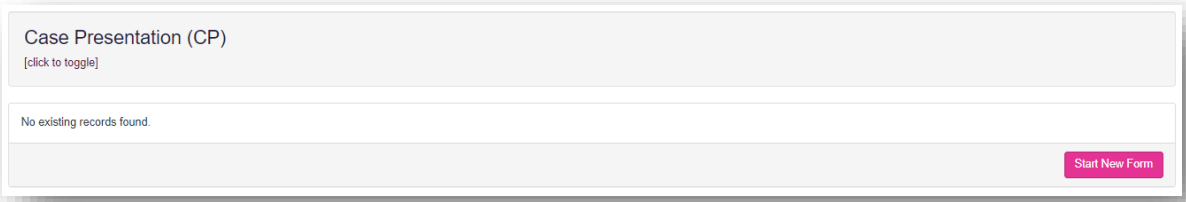
When the form is finished, select “**Update and Complete Record”** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.



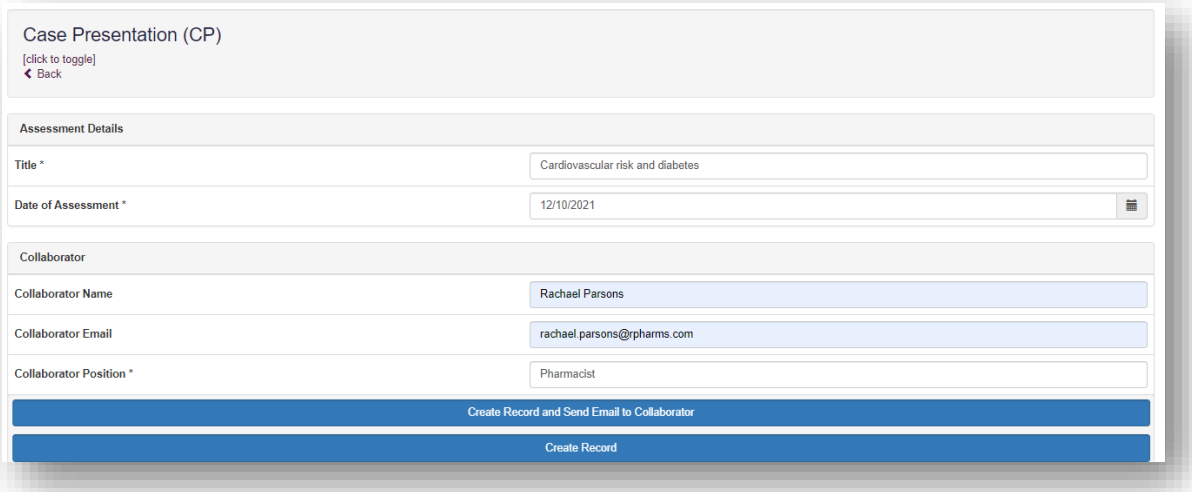
8.3.2 Seeking feedback on a Case Presentation via a ticket

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.

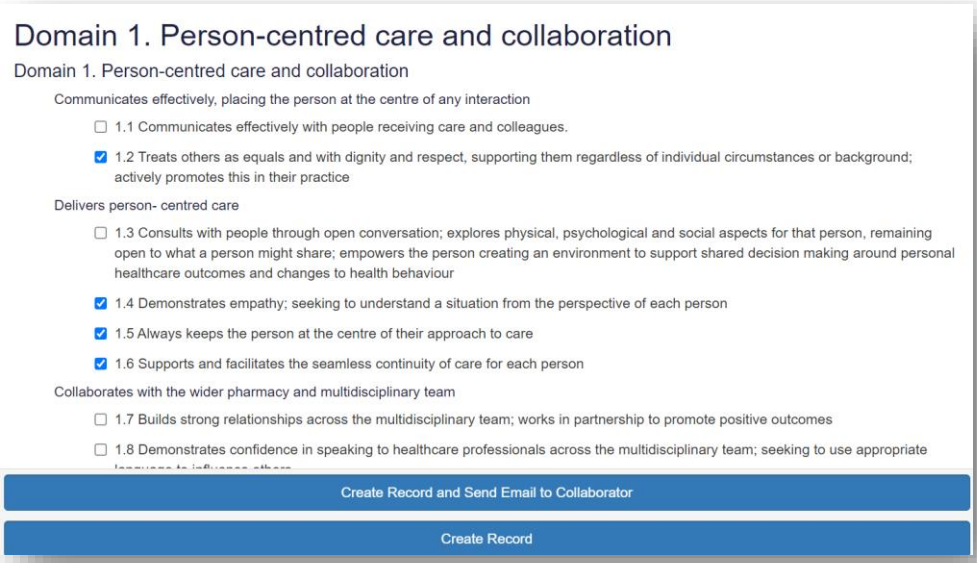


The 'Case Presentation' form will appear. Complete the required fields as instructed INCLUDING the collaborator email address field.

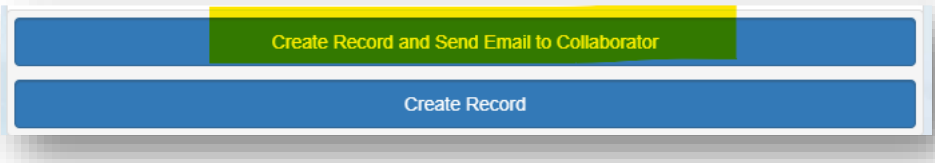


NOTE: You will notice that there are rating fields that you will not be able to complete. These are fields for your ticketed collaborators.

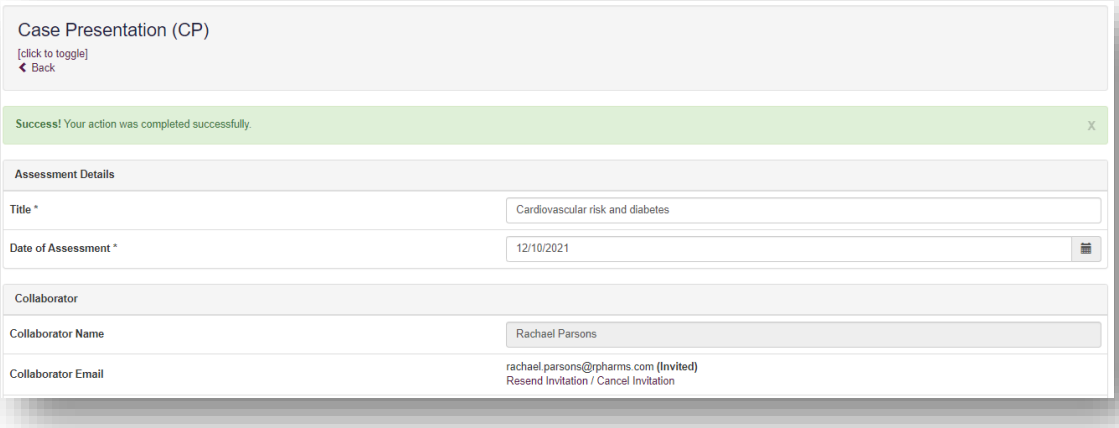
Continue and complete the rest of the form as instructed. Remember to complete the framework mapping.



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.



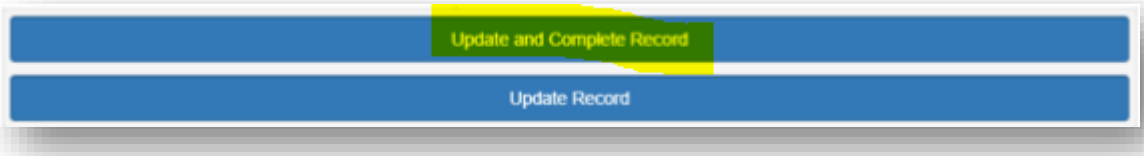
Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

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.

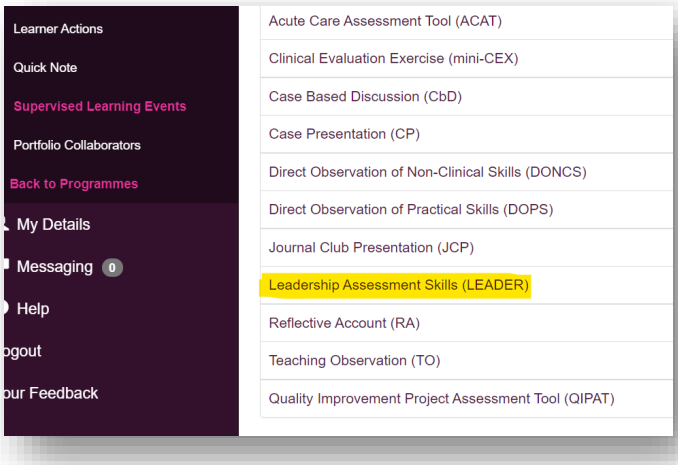


8.4 Leadership Assessment Skills (LEADER)

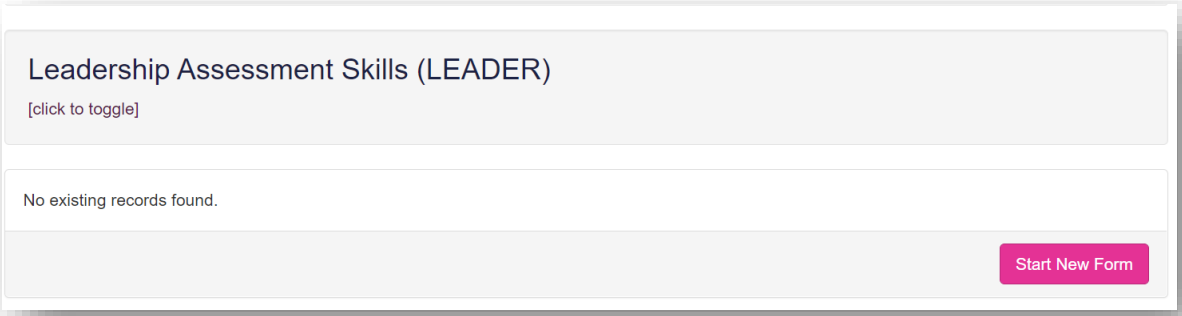
This tool is an evaluation of your leadership and team working capabilities.

8.4.1 Creating and completing a Leadership Assessment Skills

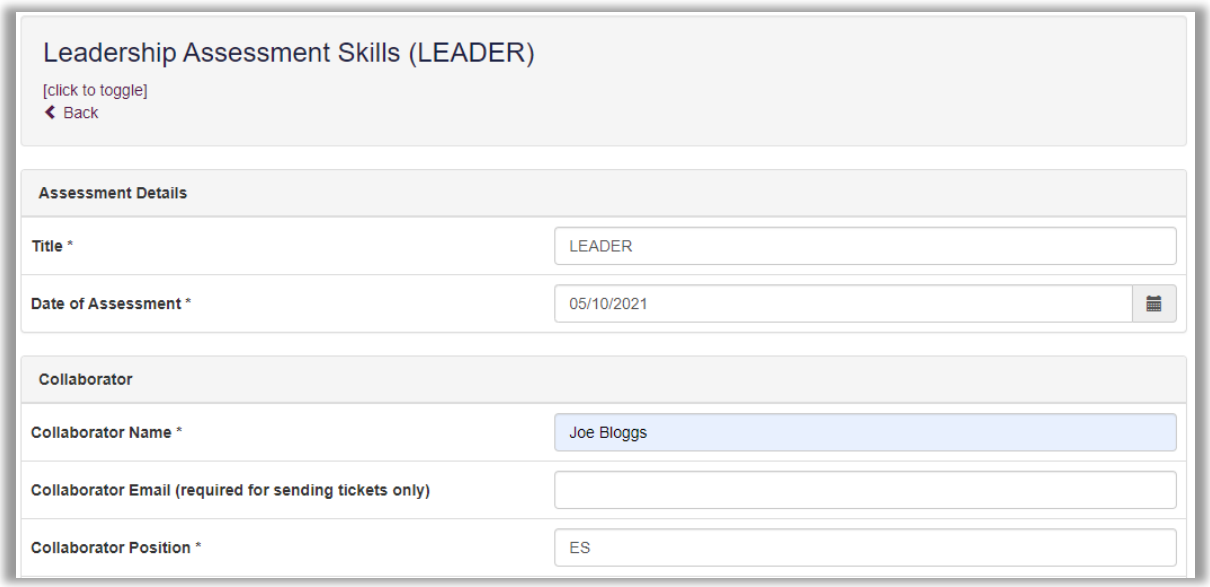
On the menu select "**Supervised Learning Events**" then "**Leadership assessment skills (LEADER)**" or select "**Leadership assessment skills (LEADER)"** from the dashboard.



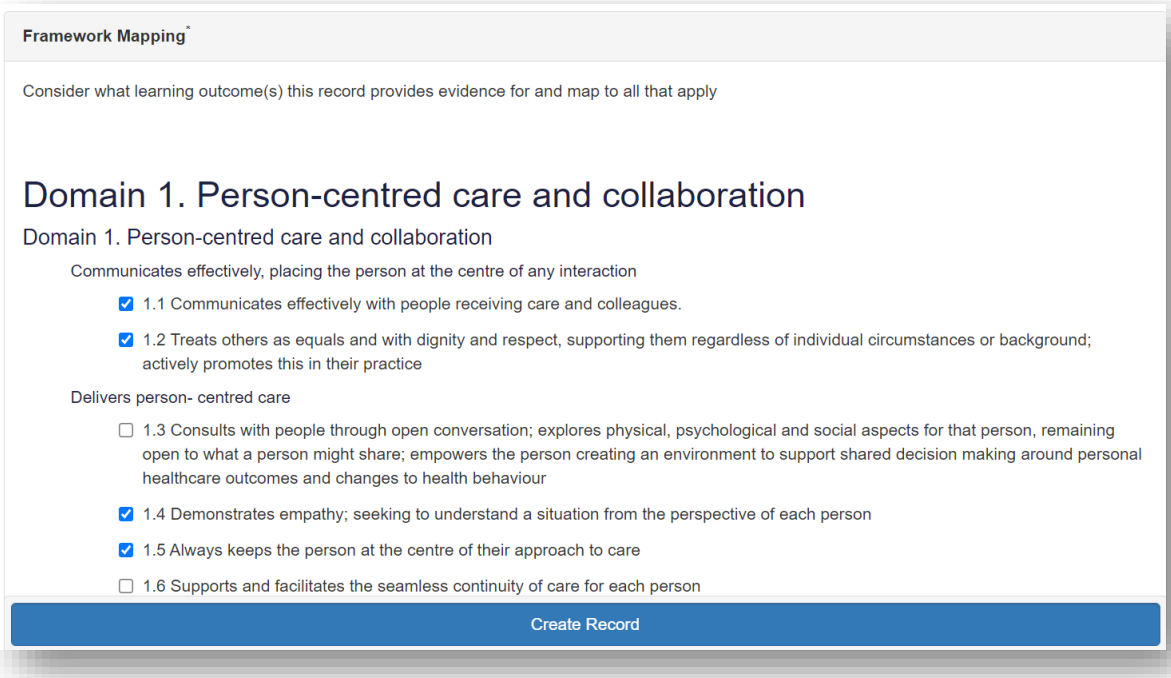
Select "**Start New Form**" to create a new record.



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

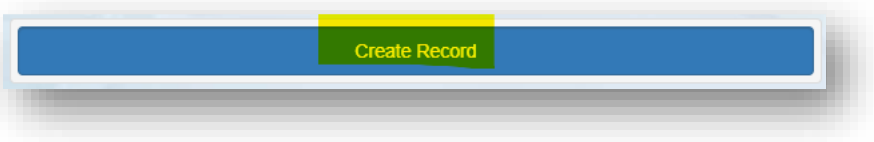


Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

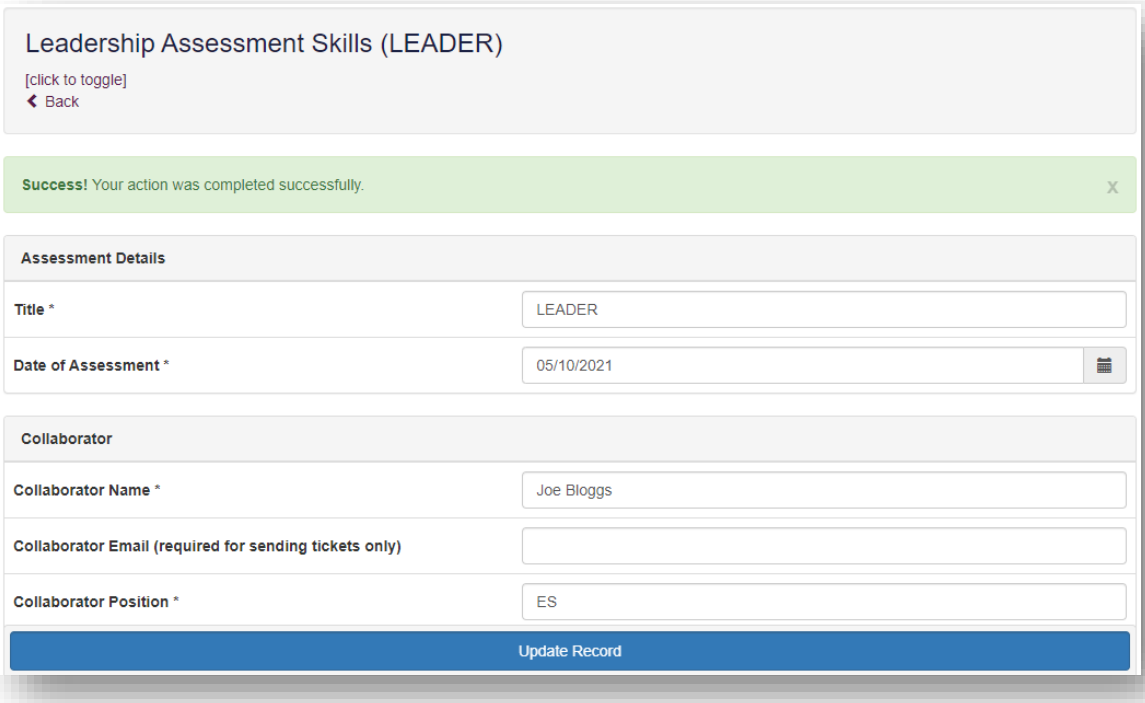


NOTE: You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

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.



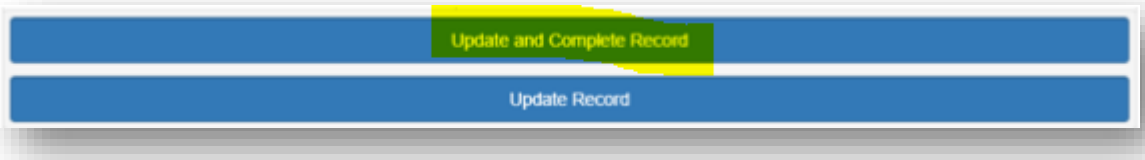
You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

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.

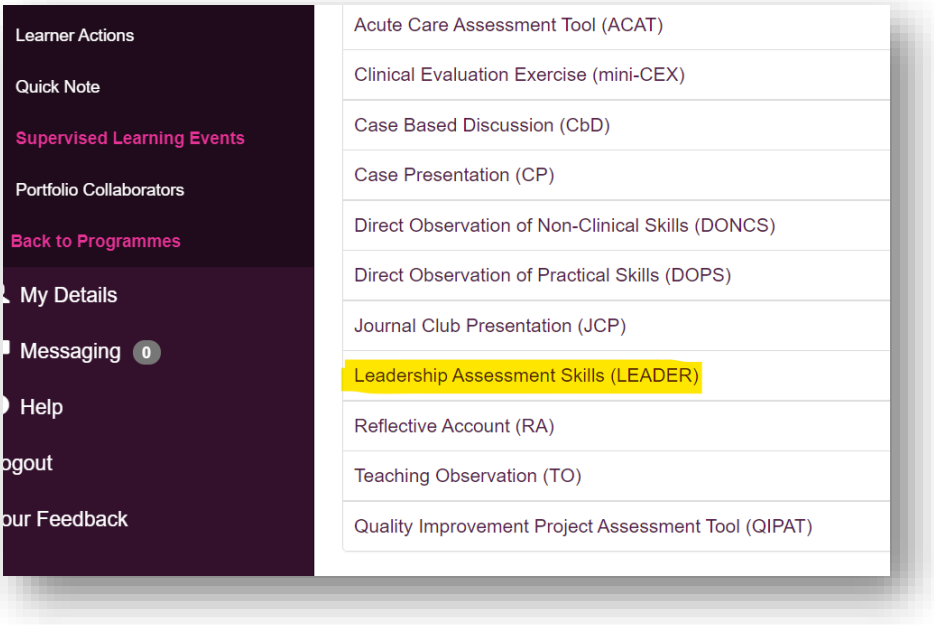
If at any point you want to **save any edits** made to the form, select "**Update Record".**

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.

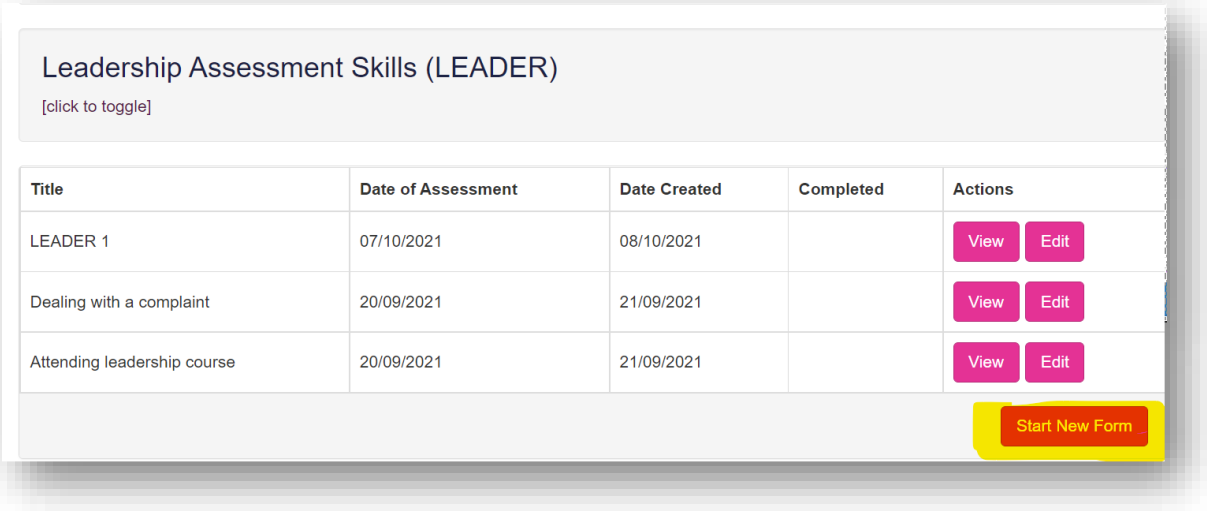


8.4.2 Seeking feedback on a Leadership Assessment Skills via a ticket

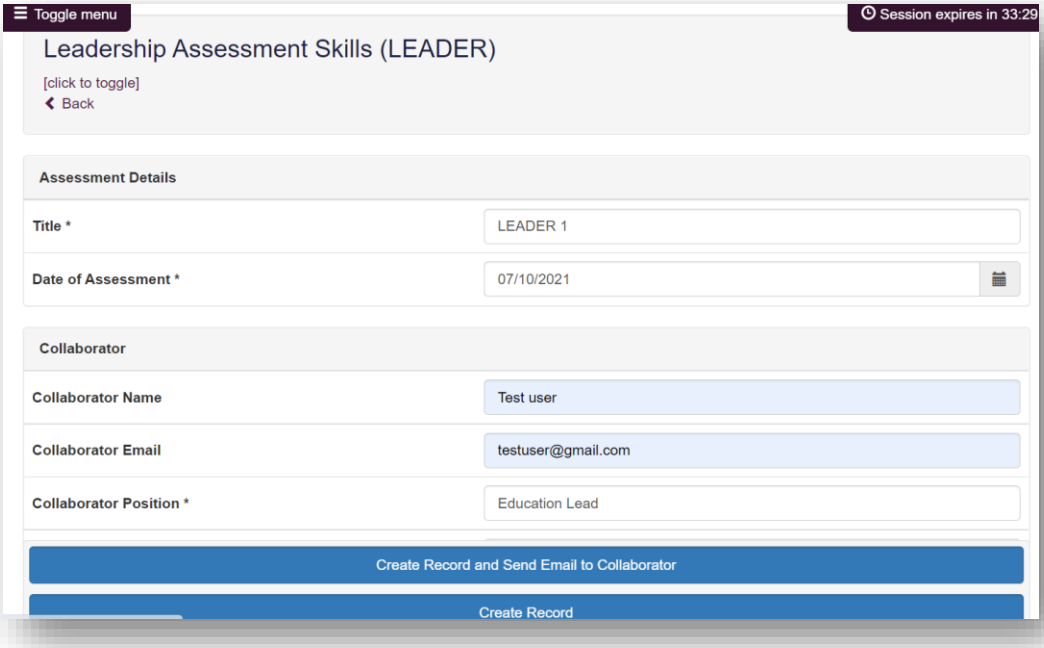
On the menu, select "**Supervised Learning Events"** then "**Leadership Assessment Skills (LEADER)**" or select "**Leadership Assessment Skills**" from the dashboard.



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

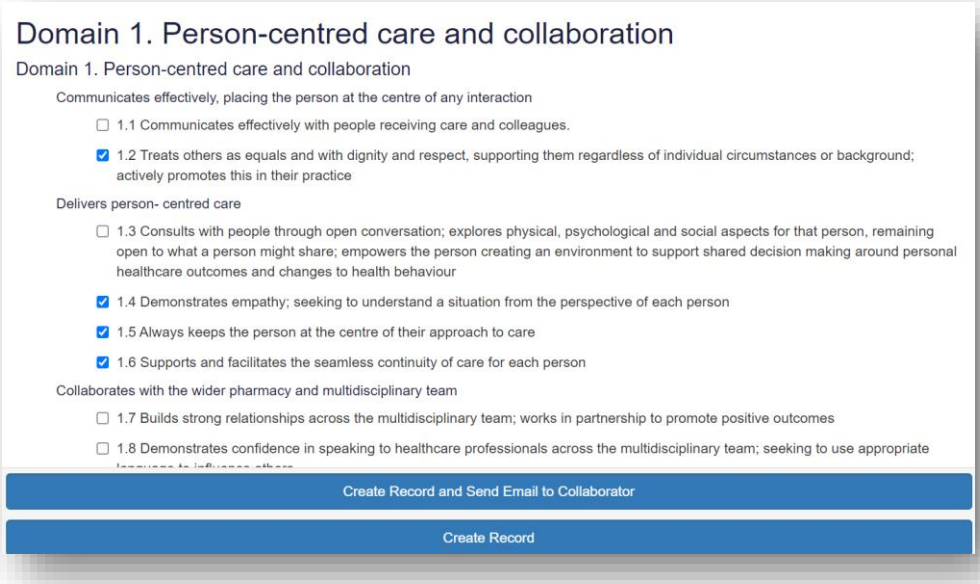


The 'Leadership Assessment Skills' form will appear. Complete the required fields as instructed INCLUDING the collaborator email address.

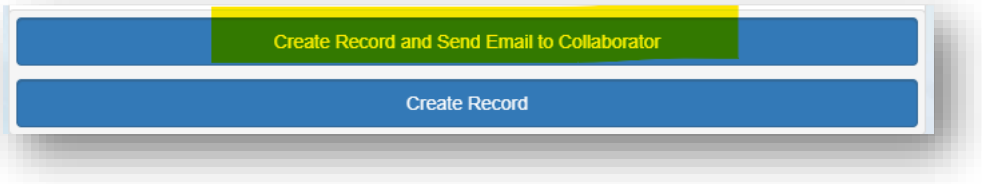


NOTE: You will notice that there are rating fields that you will not be able to complete. These are fields for your collaborators.

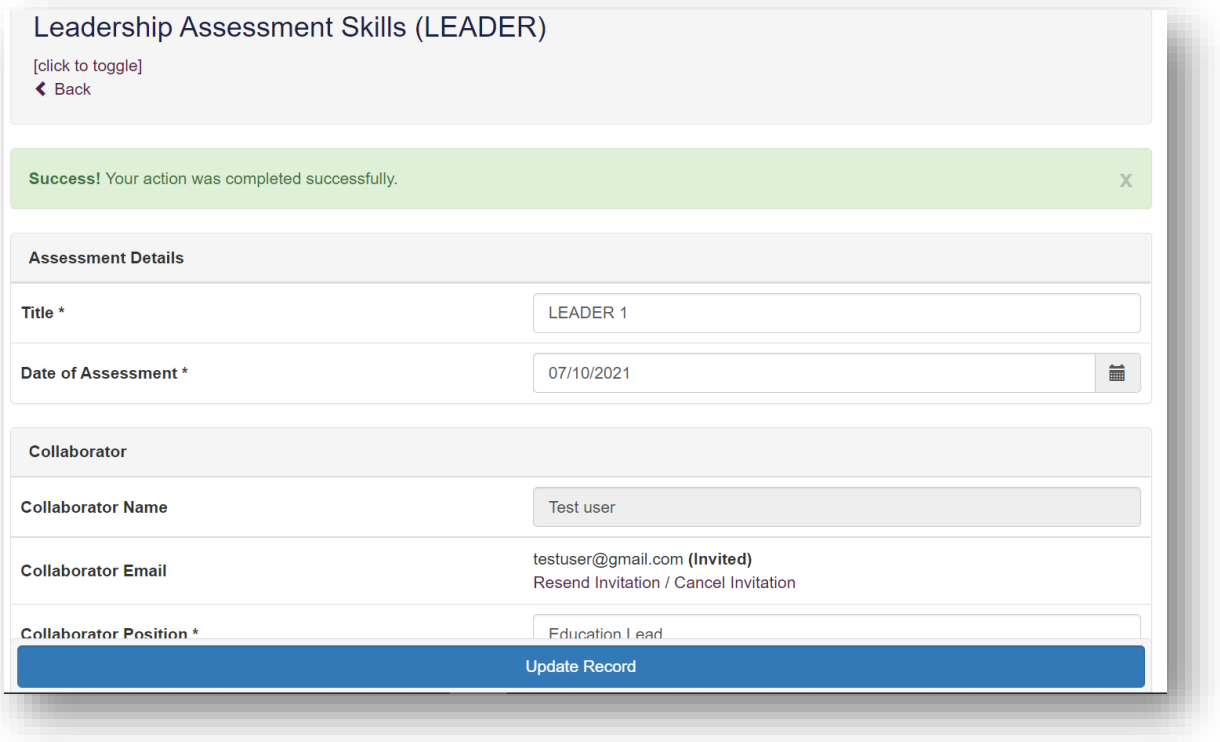
Continue and complete the rest of the form as instructed. Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.



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.



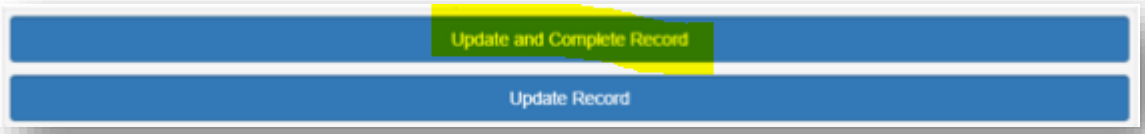
Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

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.

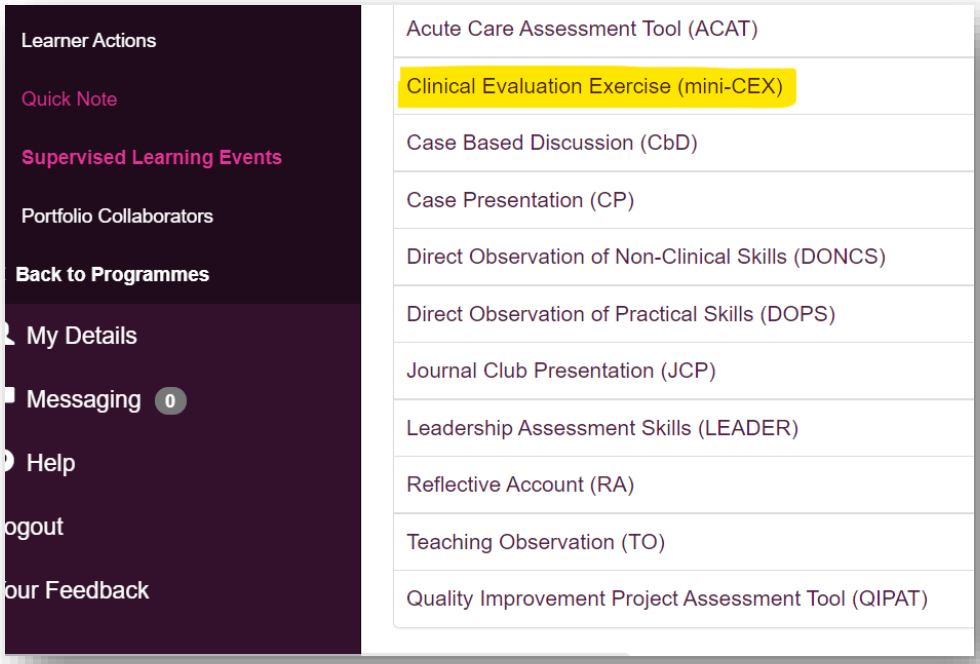


8.5 Clinical Evaluation Exercise (mini-CEX)

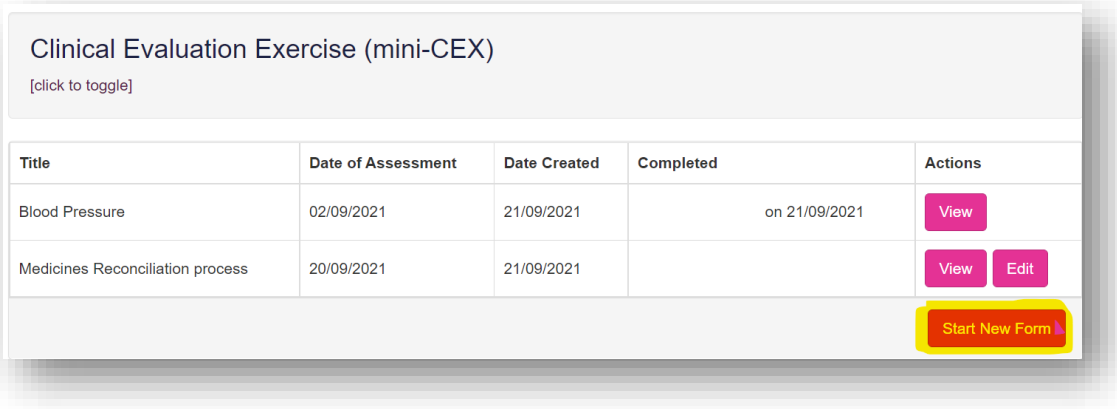
This tool is an evaluation of your global clinical encounter with a patient assessing the synthesis of skills essential for clinical care such as history taking, communication, examination and clinical reasoning.

8.5.1 Creating and completing a mini-Clinical Evaluation Exercise

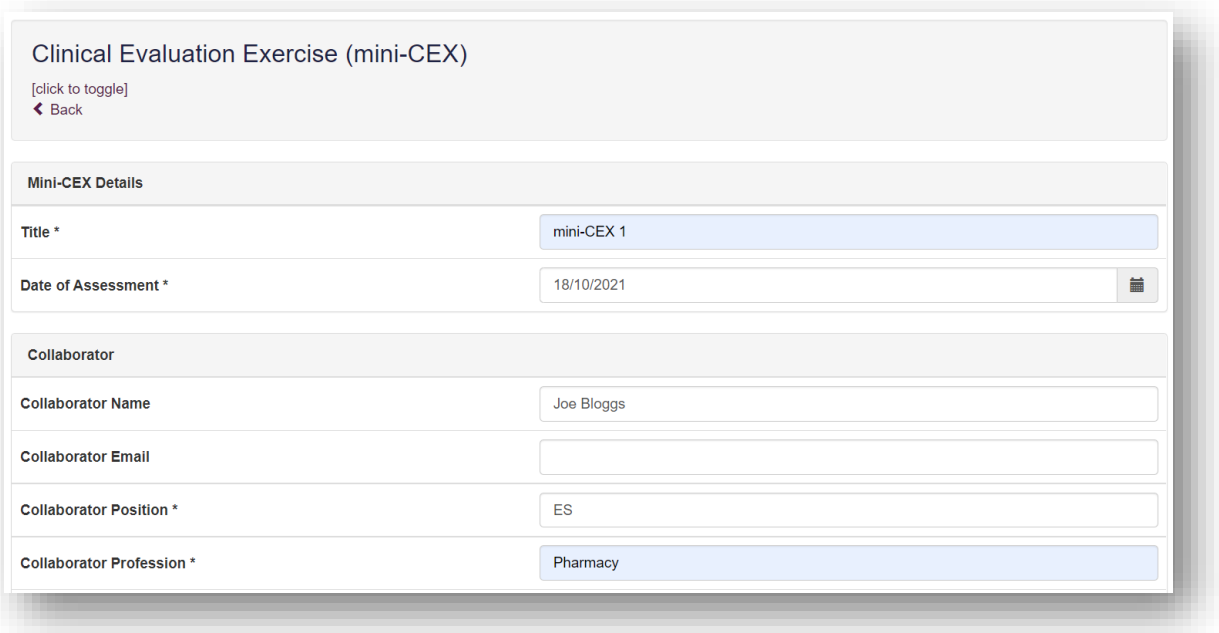
On the menu select "**Supervised Learning Events**" then "**Clinical Evaluation Exercise (mini-CEX)**" or selecting "**Clinical Evaluation Exercise**" from the dashboard.



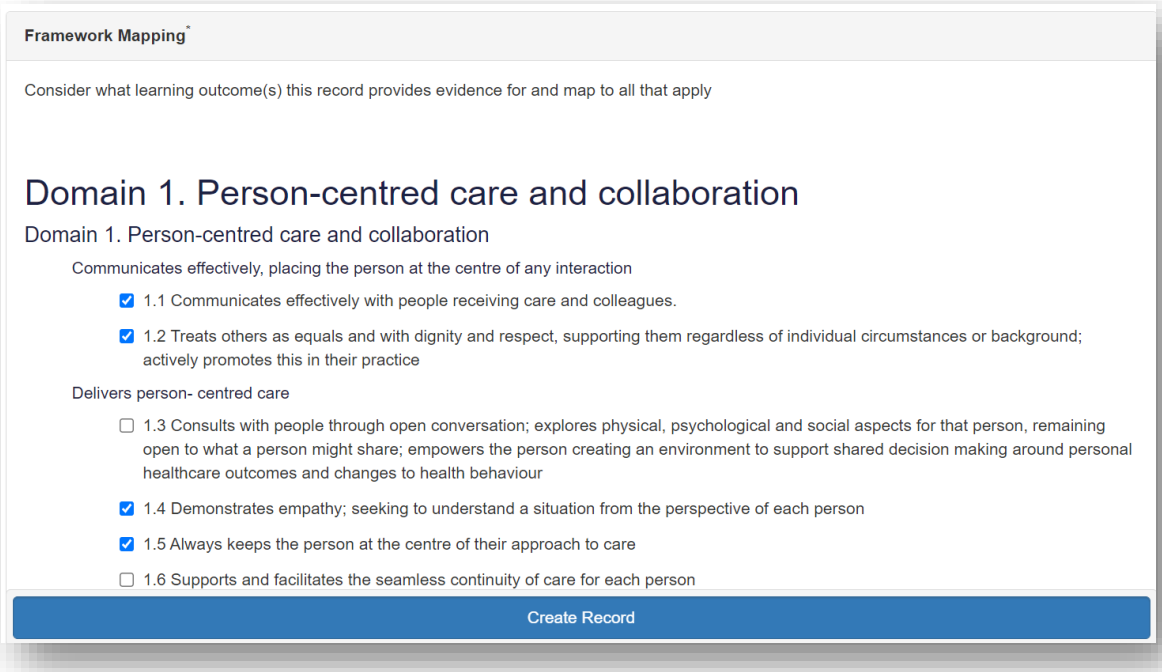
Select "**Start New**" to create a new record.



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



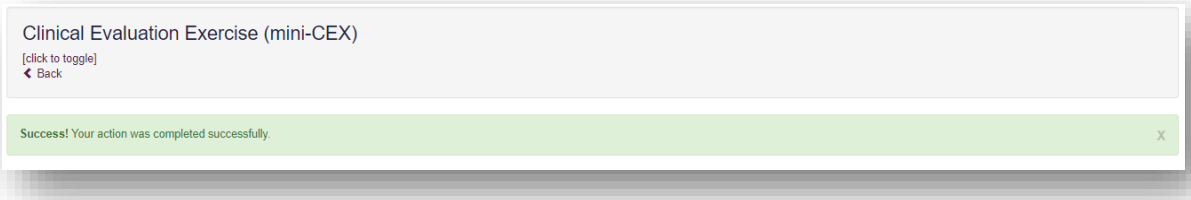
Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.



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.



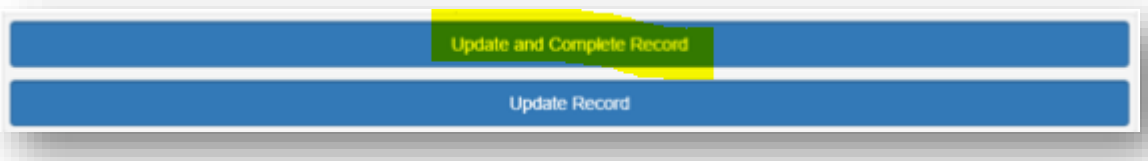
You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

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.

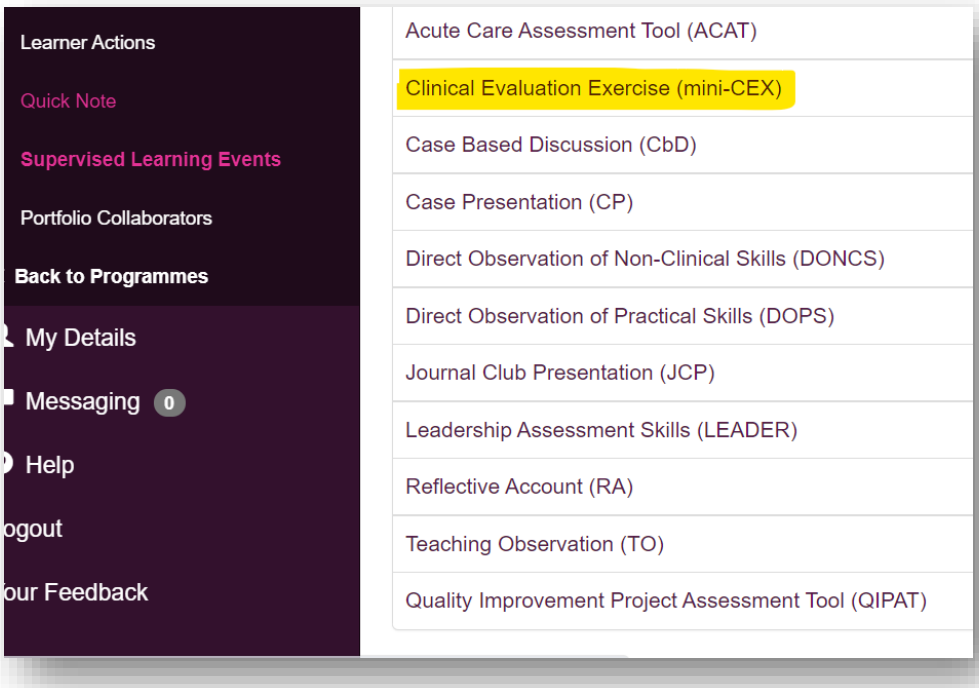
If at any point you want to **save any edits** made to the form, select "**Update Record".**

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.

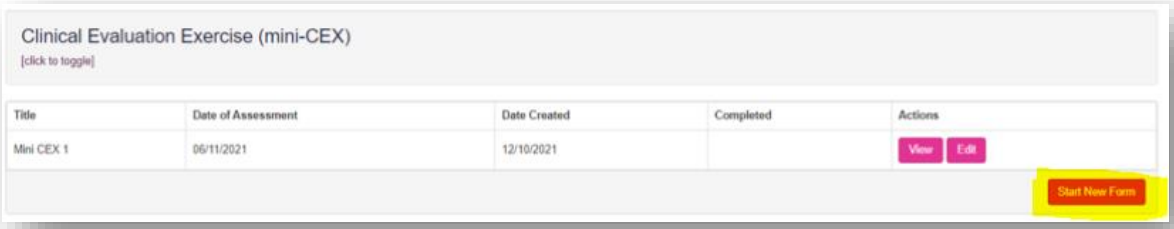


8.5.2 Seeking feedback on a mini-Clinical Evaluation Exercise via a ticket

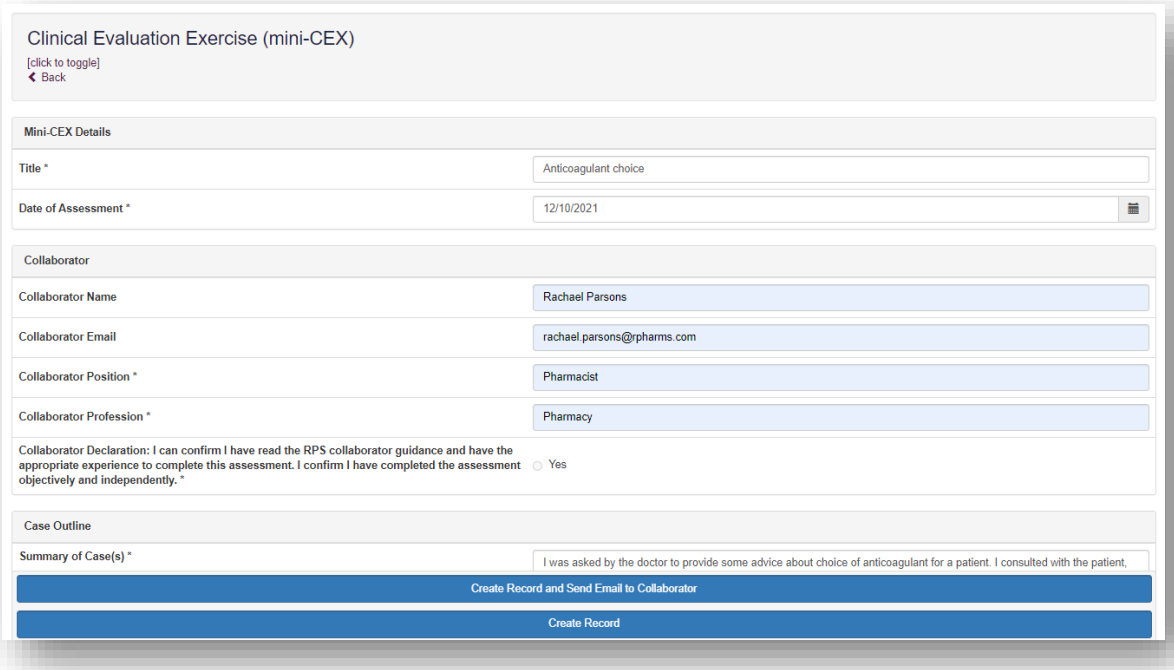
On the menu, select "**Supervised Learning Events"** then "**Clinical Evaluation Exercise (mini-CEX)**" or select "**Clinical Evaluation Exercise (mini-CEX)**" from the dashboard.



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

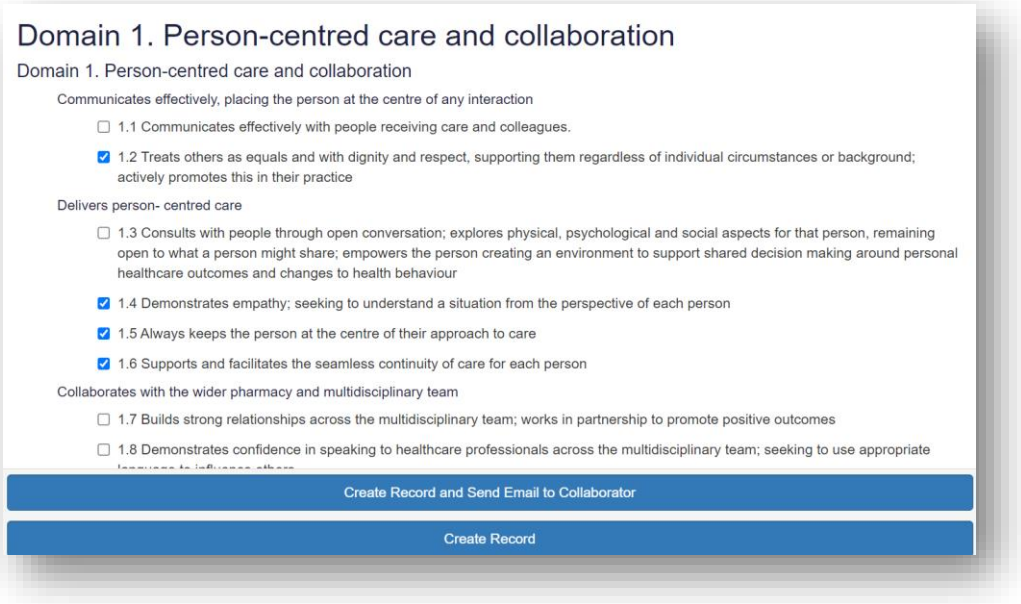


The form will appear. Complete the required fields as instructed INCLUDING the collaborator email address fields.

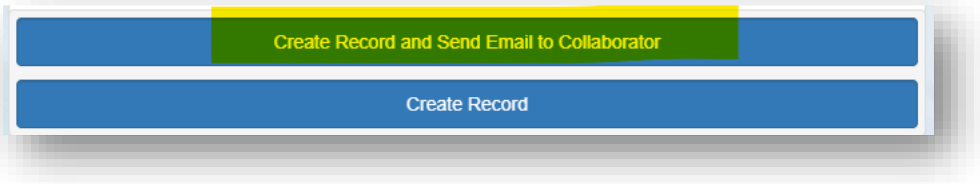


NOTE: You will notice that there are rating fields that you will not be able to complete. These are fields for your collaborators.

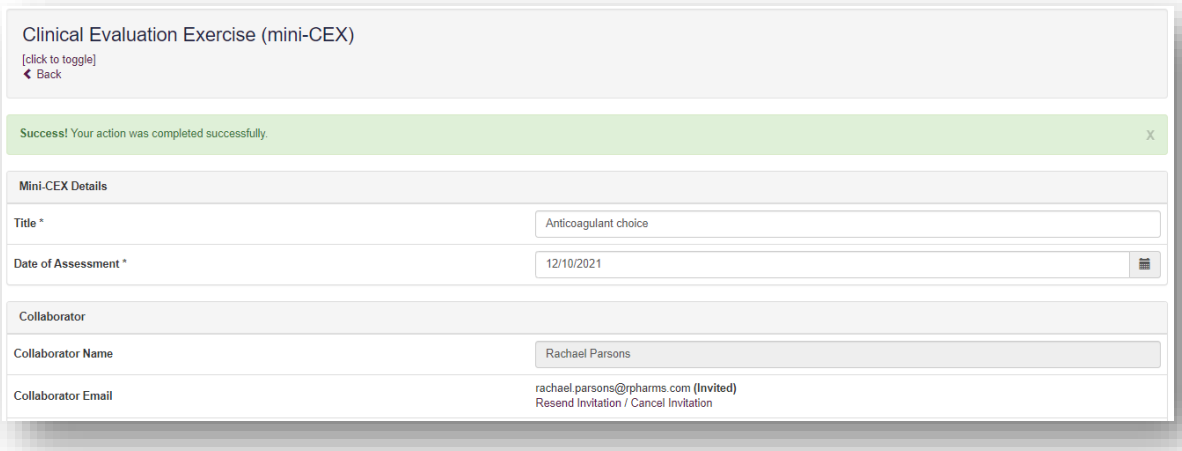
Continue and complete the rest of the form as instructed. Remember to complete the framework mapping.



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.

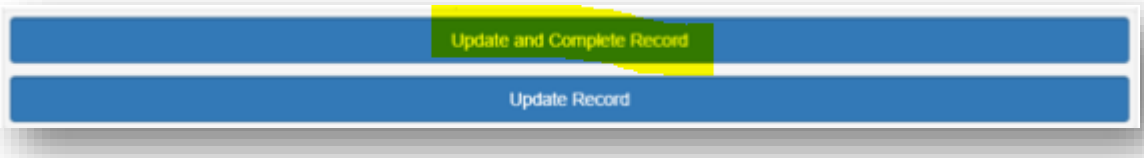
Your educational supervisor or designated prescribing practitioner will complete any additional fields on the form, and either you or your collaborator will complete the **Agreed**

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.

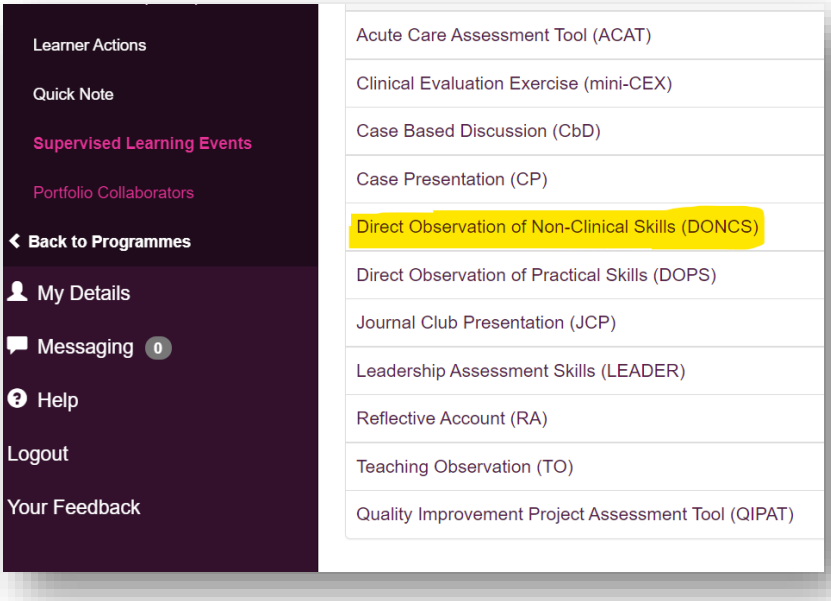


8.6 Direct Observation of Non-Clinical Skills (DONCS)

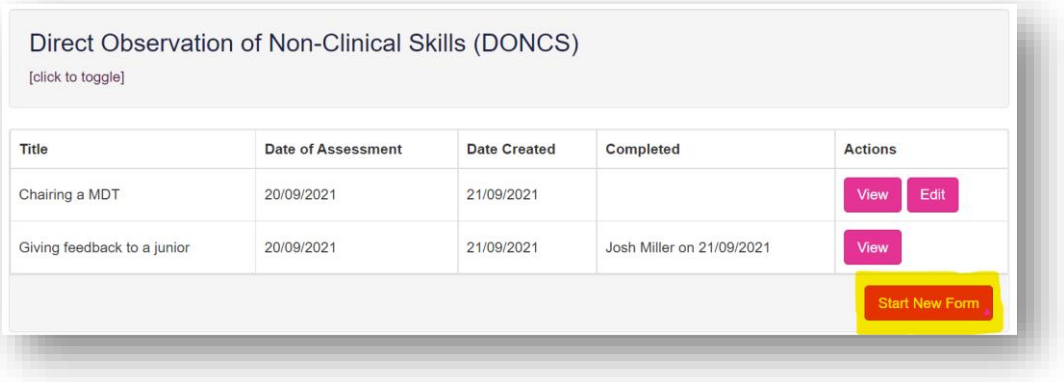
This tool is an evaluation of your non-clinical skills.

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

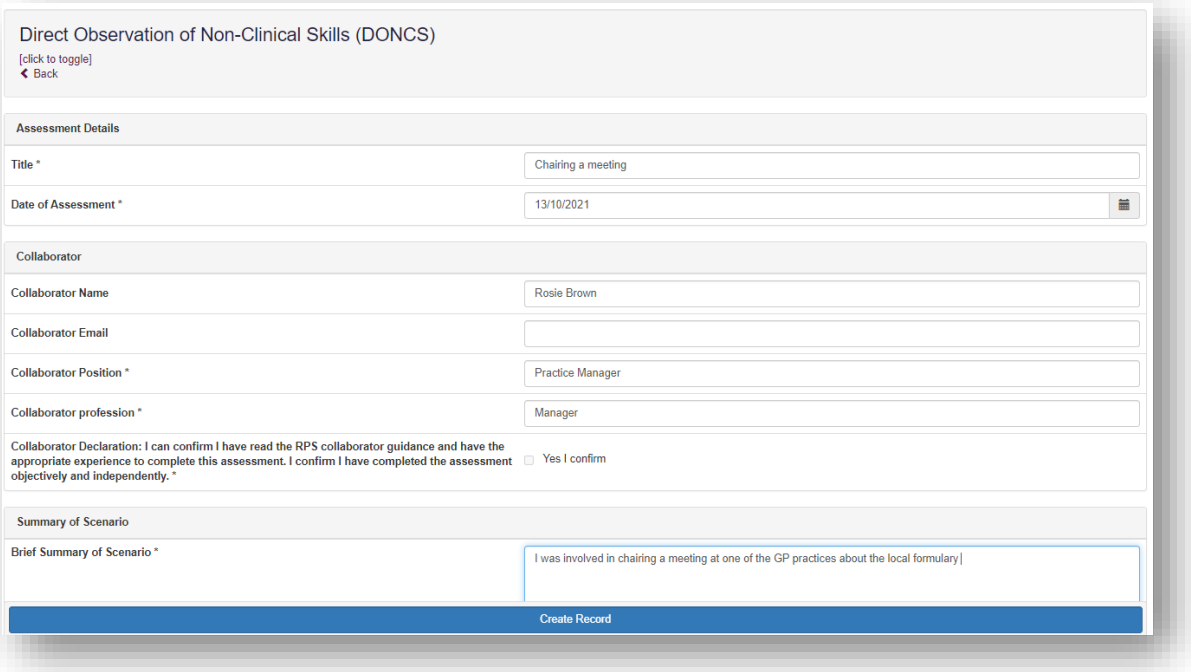
On the menu select "**Supervised Learning Events**" then "**Direct Observation of Non-Clinical Skills (DONCS)**" or select "**Direct Observation of Non-Clinical Skills (DONCS)**" from the dashboard.



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



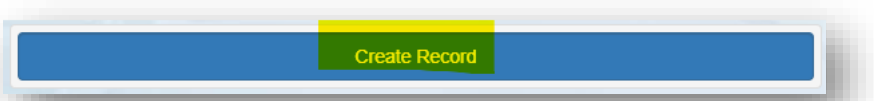
The “Direction Observation of Non-Clinical Skills” from will appear. Complete the required fields as instructed EXCEPT the ‘Collaborator Email’ field which triggers the ticketed process.



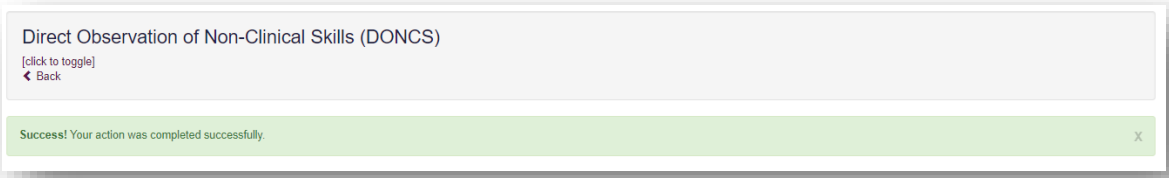
Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for and map to all that apply

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.

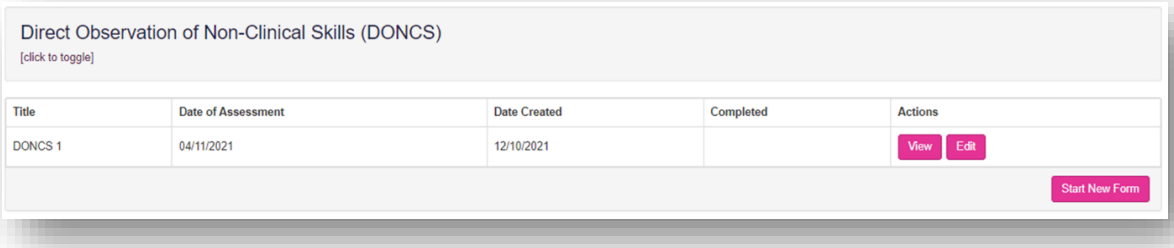
If at any point you want to **save any edits** made to the form, select "**Update Record".**

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.

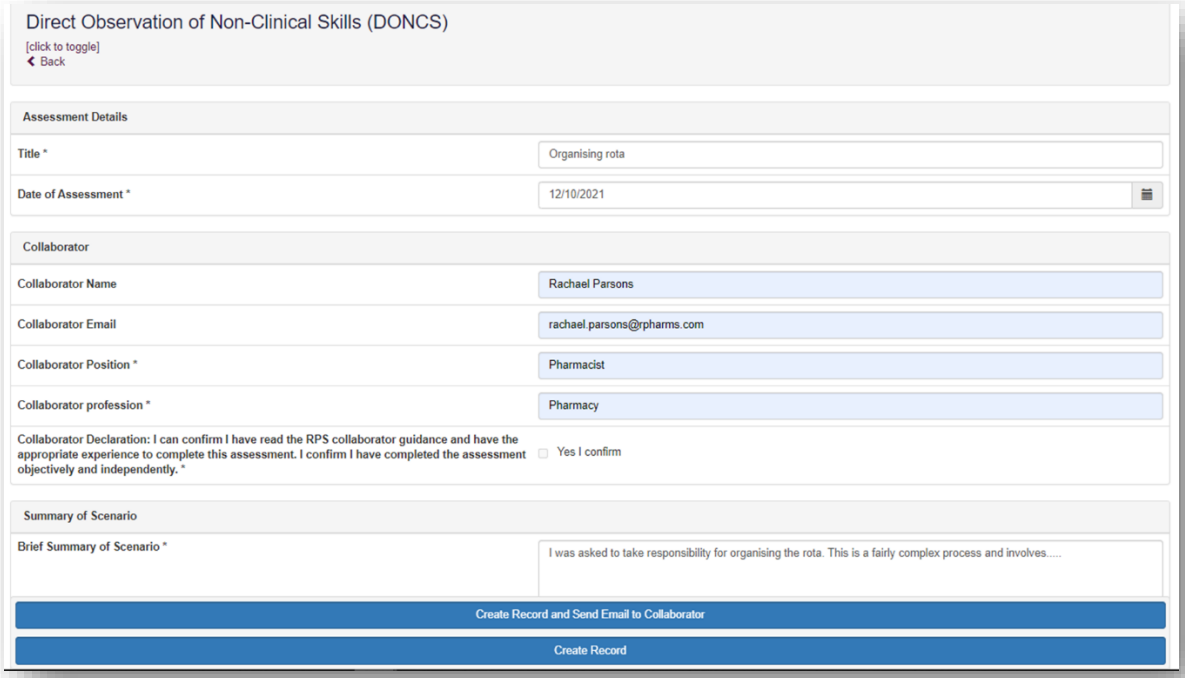
8.6.2 Seeking feedback on a Direct Observation of Non-Clinical Skills via a ticket

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.



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 *	Organising rota
Date of Assessment *	12/10/2021

Collaborator

Collaborator Name	Rachael Parsons
Collaborator Email	rachael.parsons@rpharms.com
Collaborator Position *	Pharmacist
Collaborator profession *	Pharmacy
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 *	I was asked to take responsibility for organising the rota. This is a fairly complex process and involves.....

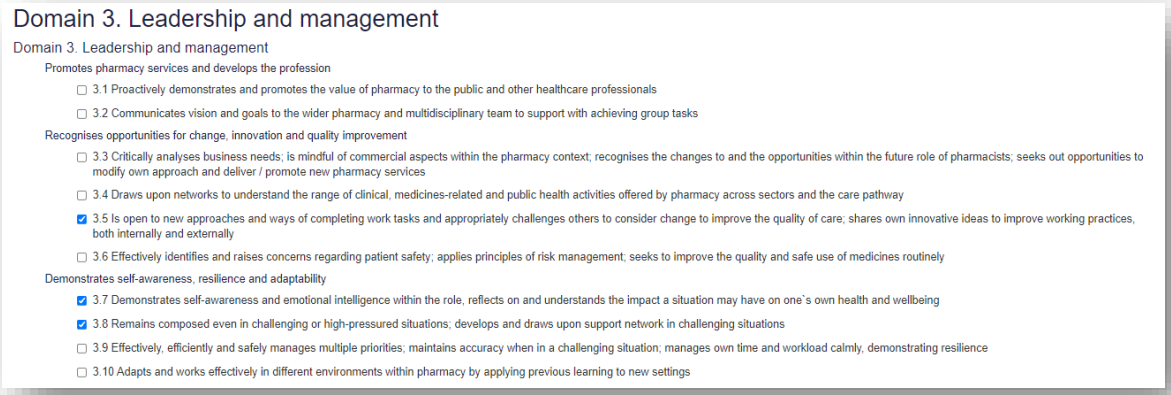
Create Record and Send Email to Collaborator

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

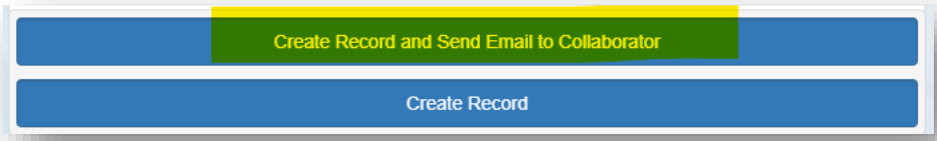
Recognises opportunities for change, innovation and quality improvement

- ☐ 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

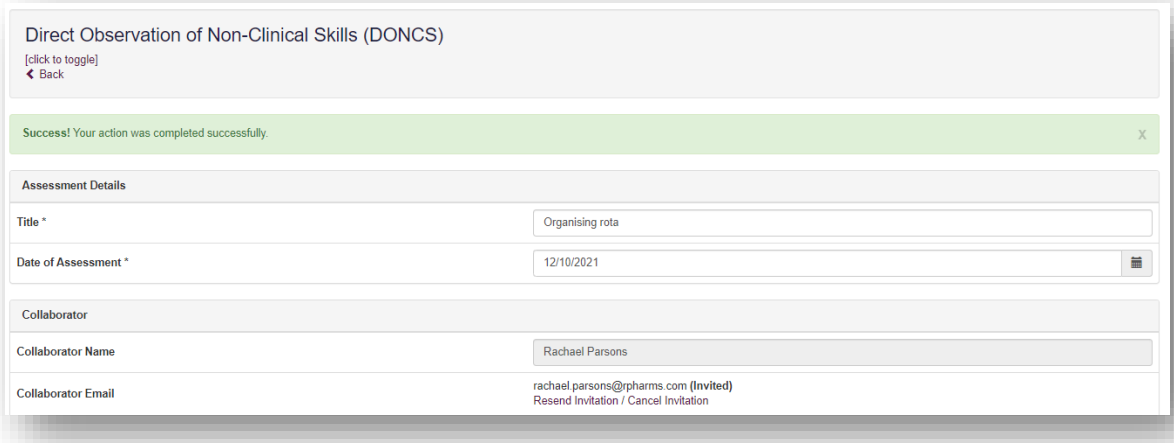
Demonstrates self-awareness, resilience and adaptability

- ☑ 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.



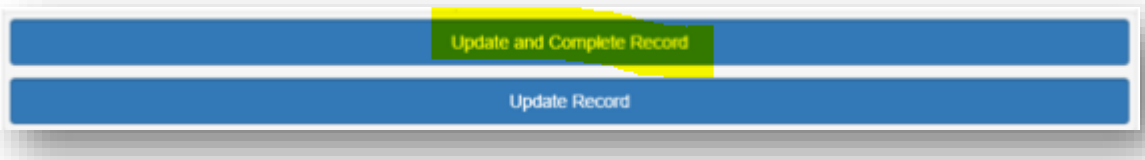
Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

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.

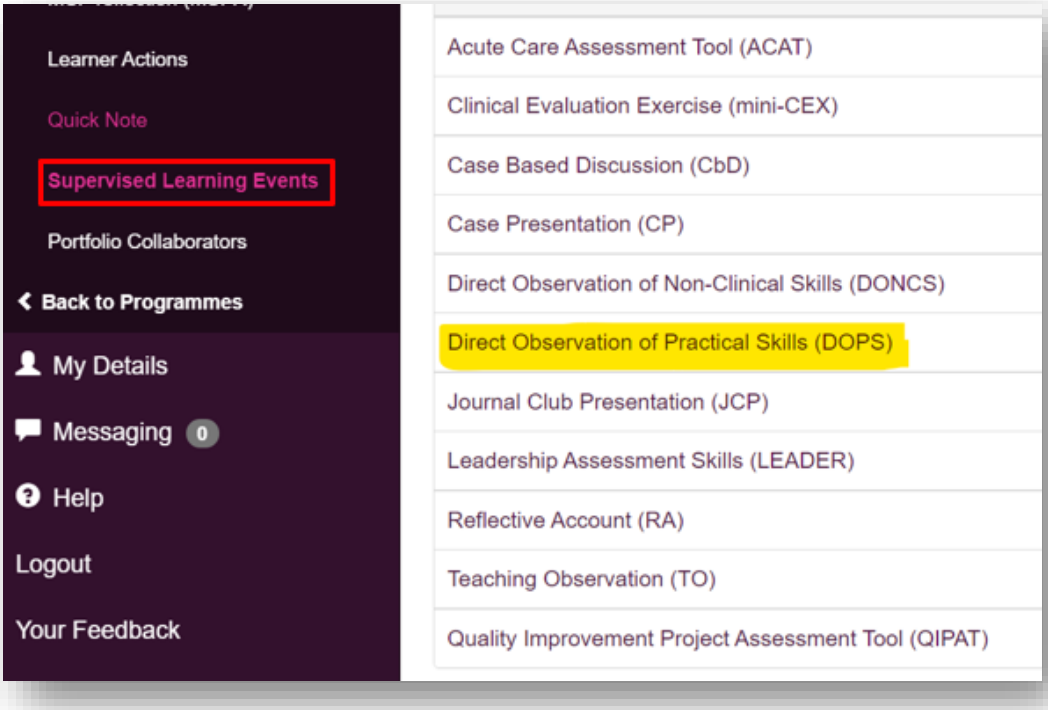


8.7 Direct Observation of Practical Skills (DOPS)

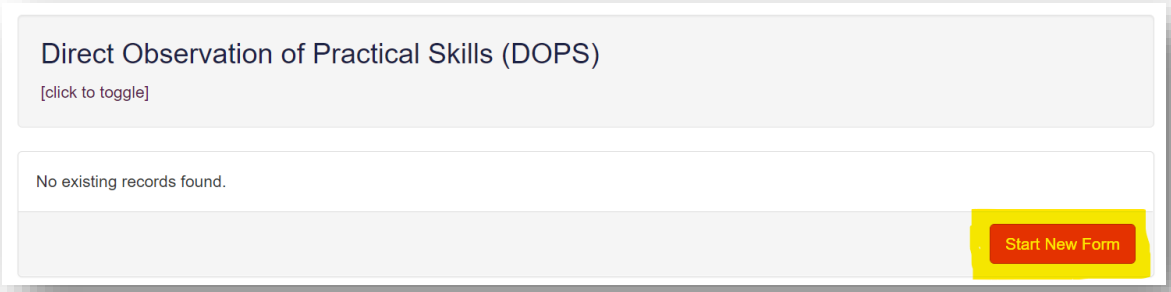
This tool is useful for demonstrating your ability to undertake a practical (clinical) skill.

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 *	Blood pressure in clinic
Date of Assessment *	13/10/2021

Collaborator

Collaborator Name	Harry Nicholson
Collaborator Email	
Collaborator Position *	Advanced Clinical Practitioner
Collaborator profession *	Nursing
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 *	Blood pressure

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.**

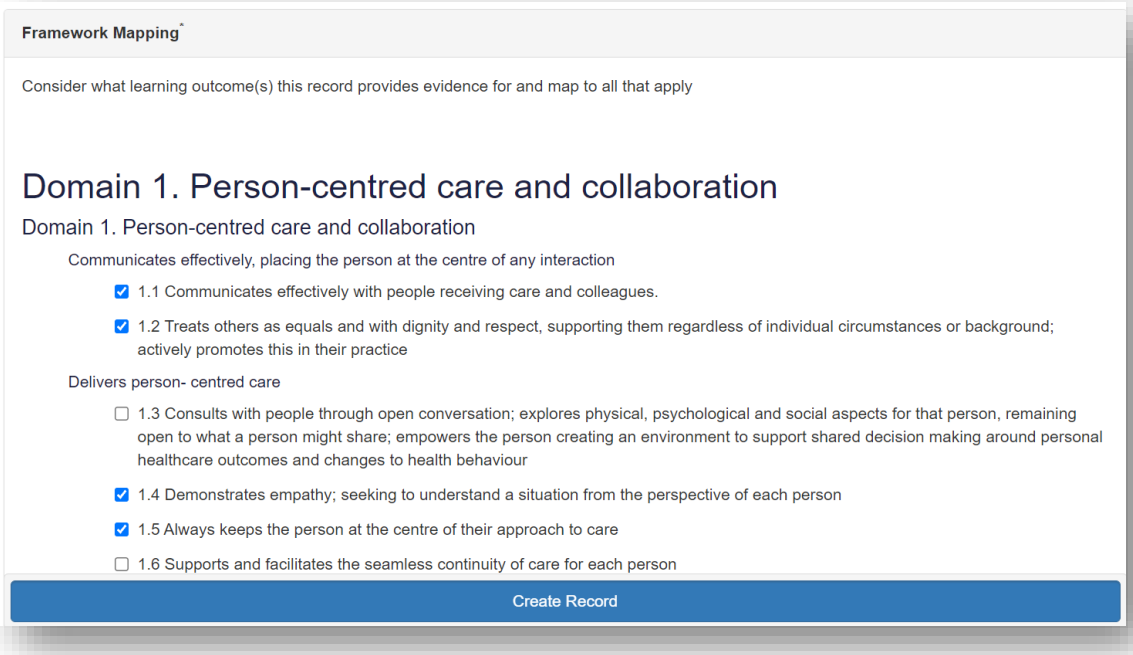
Framework Mapping*

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

Clinical Assessment Skills

- [x] 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

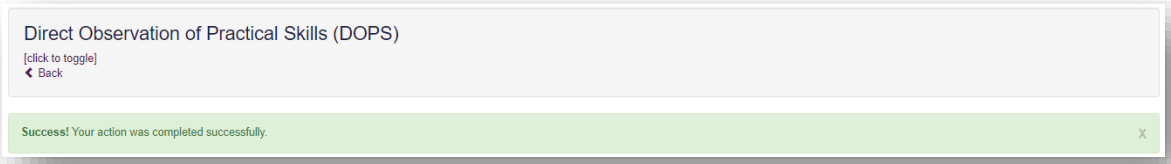
You should also consider what **outcomes** the “Direct Observation of Practical Skills” form provides evidence for, and map it to all that apply.



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.



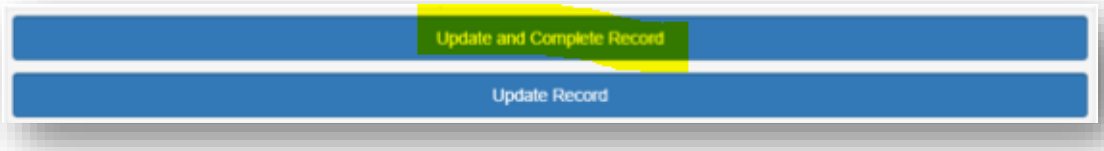
You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

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".**

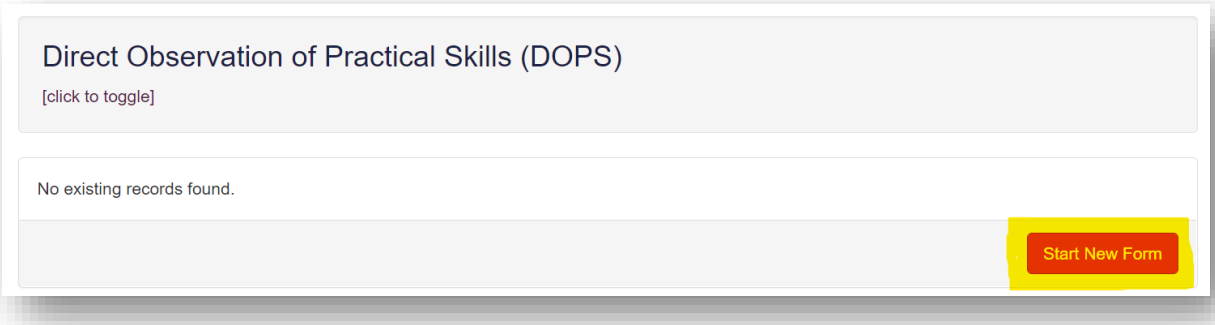
When the form is finished, select "**Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.



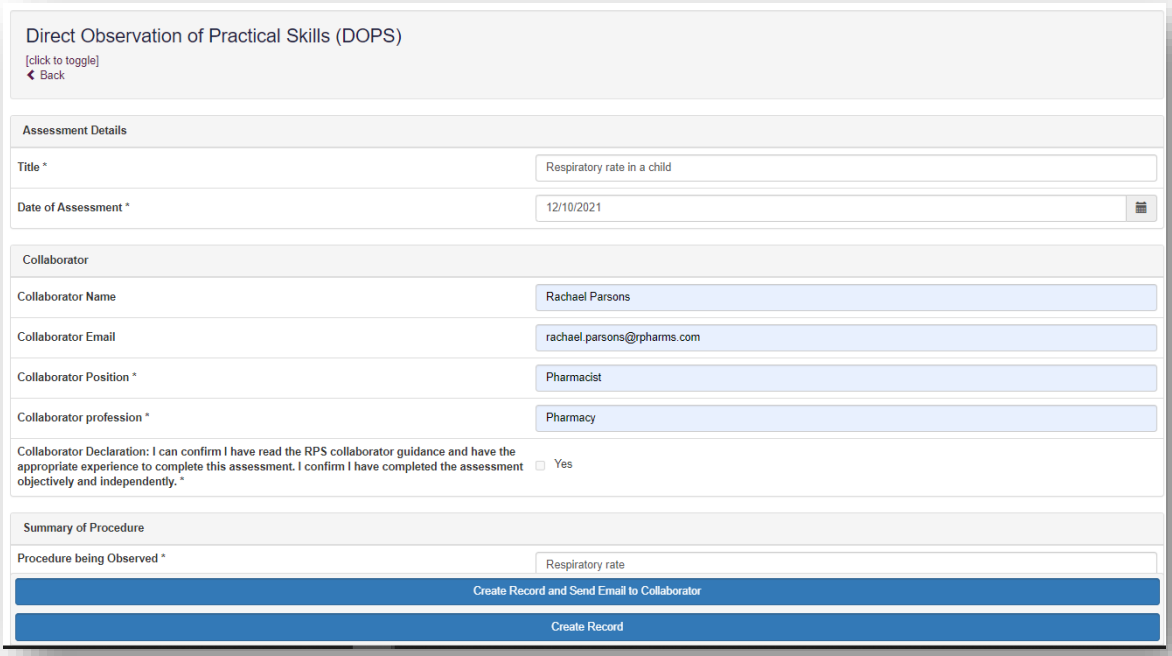
8.7.2 Seeking feedback on a Direct Observation of Practical Skills via a ticket

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.



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



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

- [x] 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

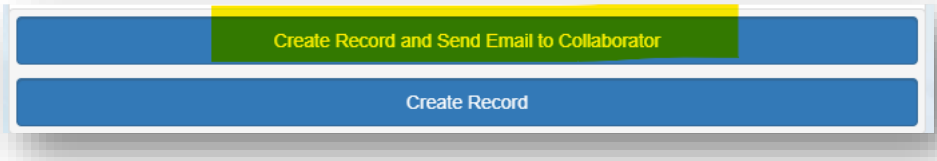
- [x] 1.1 Communicates effectively with people receiving care and colleagues.
- [x] 1.2 Treats others as equals and with dignity and respect, supporting them regardless of individual circumstances or background; actively promotes this in their practice

Delivers person- centred care

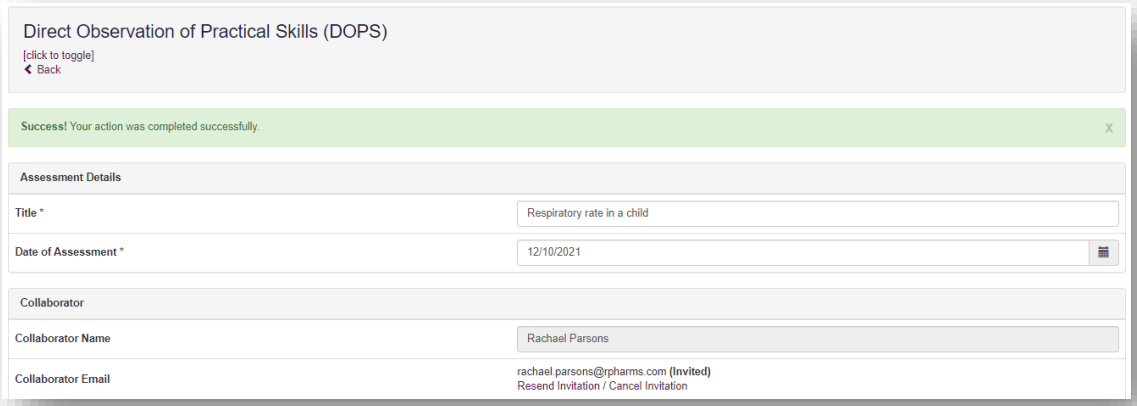
- [ ] 1.3 Consults with people through open conversation; explores physical, psychological and social aspects for that person, remaining open to what a person might share; empowers the person creating an environment to support shared decision making around personal healthcare outcomes and changes to health behaviour
- [x] 1.4 Demonstrates empathy; seeking to understand a situation from the perspective of each person
- [x] 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.



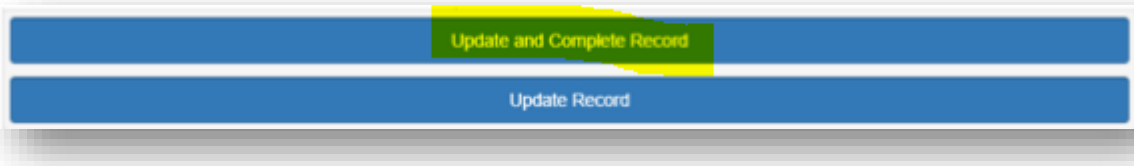
Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

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.

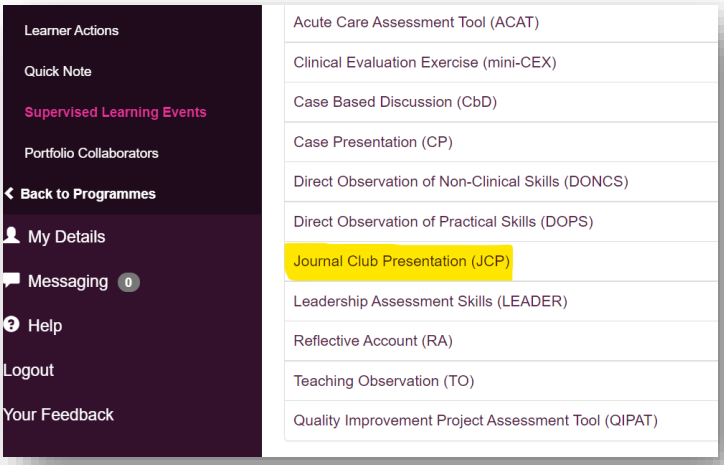


8.8 Journal Club Presentation (JCP)

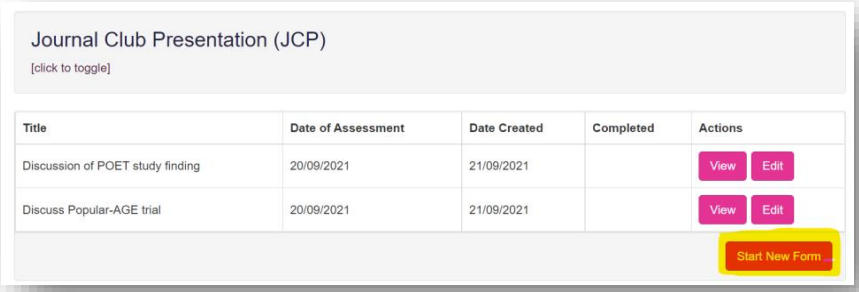
This tool is an evaluation of your ability to effectively present a journal paper to colleagues demonstrating knowledge of research methods and critical evaluation skills.

8.8.1 Creating and completing a Journal Club Presentation

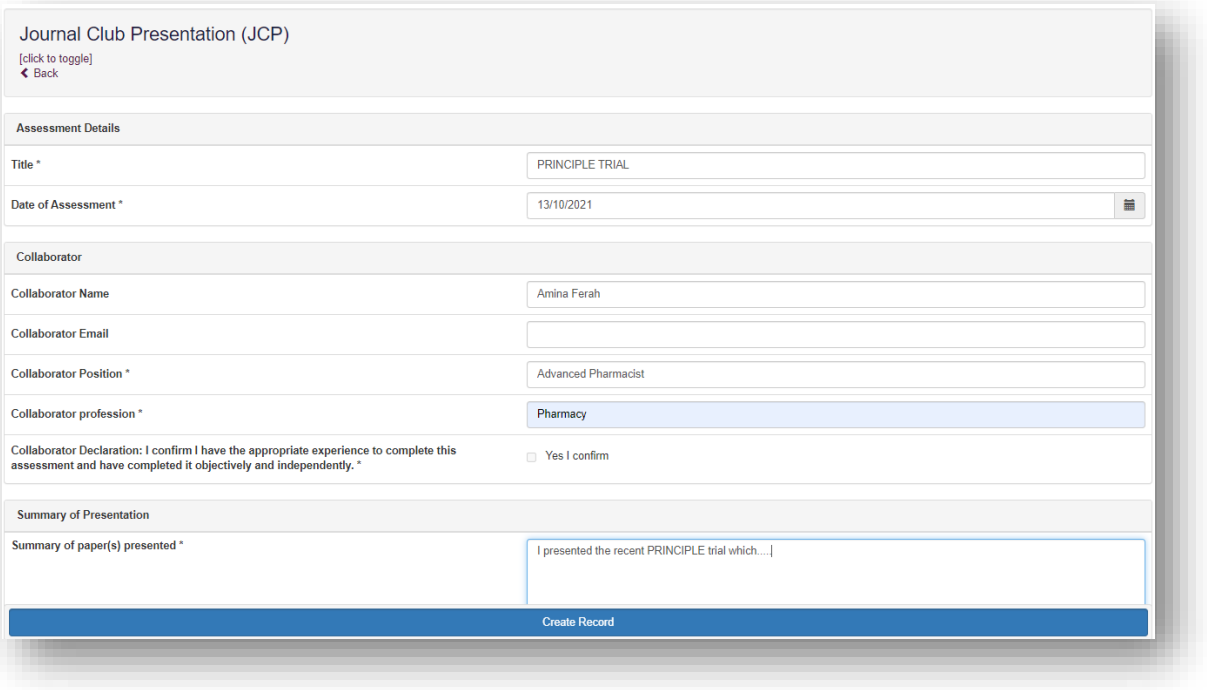
On the menu select "**Supervised Learning Events**" then "**Journal Club presentation (JCP)**" or select "**Journal Club presentation (JCP)**" from the dashboard.



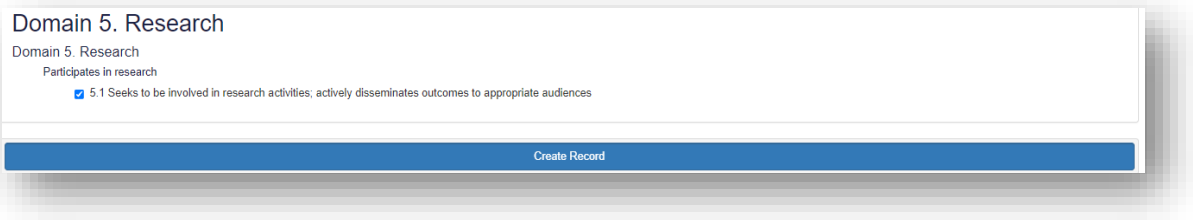
Select "**Start New**" to create a new record.



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

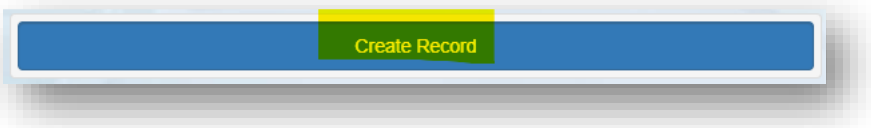


Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

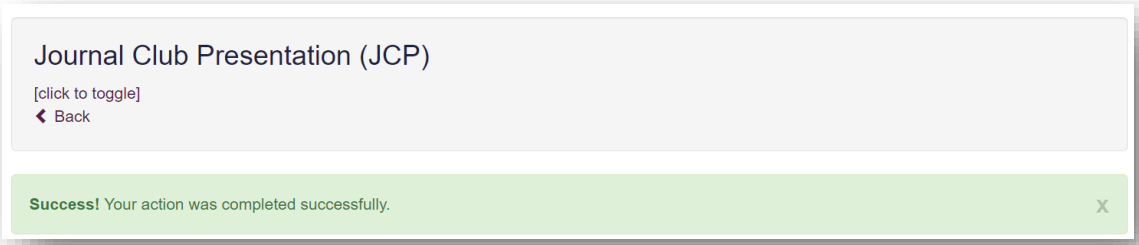


NOTE: You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

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.



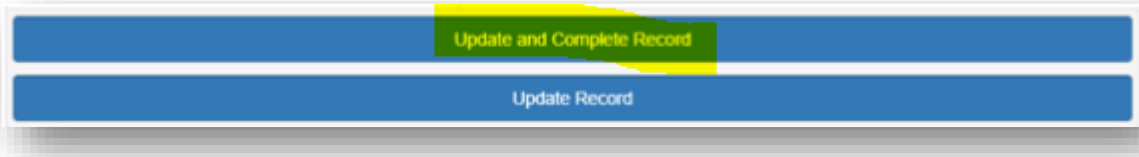
You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

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.

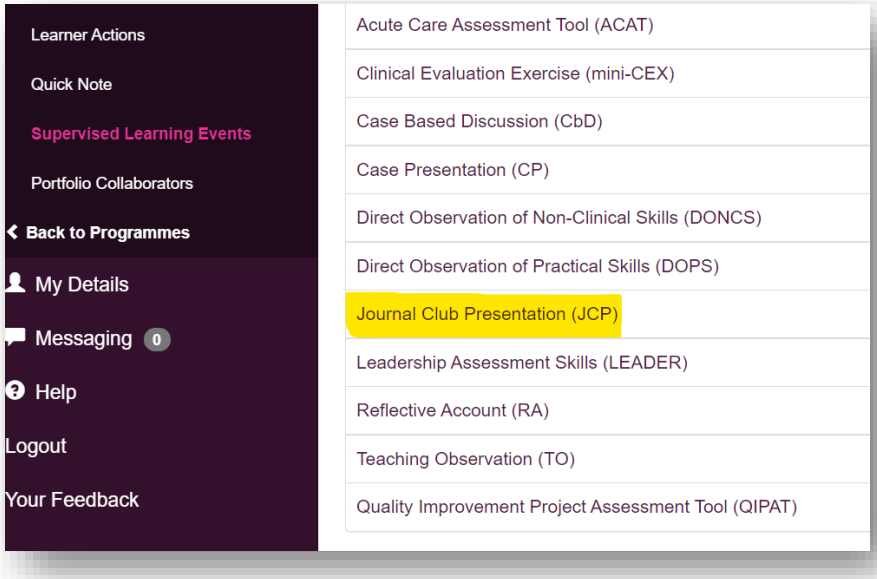
If at any point you want to **save any edits** made to the form, select "**Update Record".**

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.

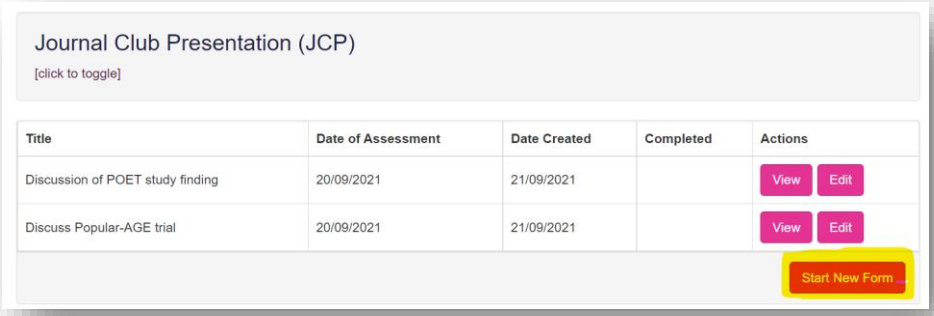


8.8.2 Seeking feedback on a Journal Club Presentation via a ticket

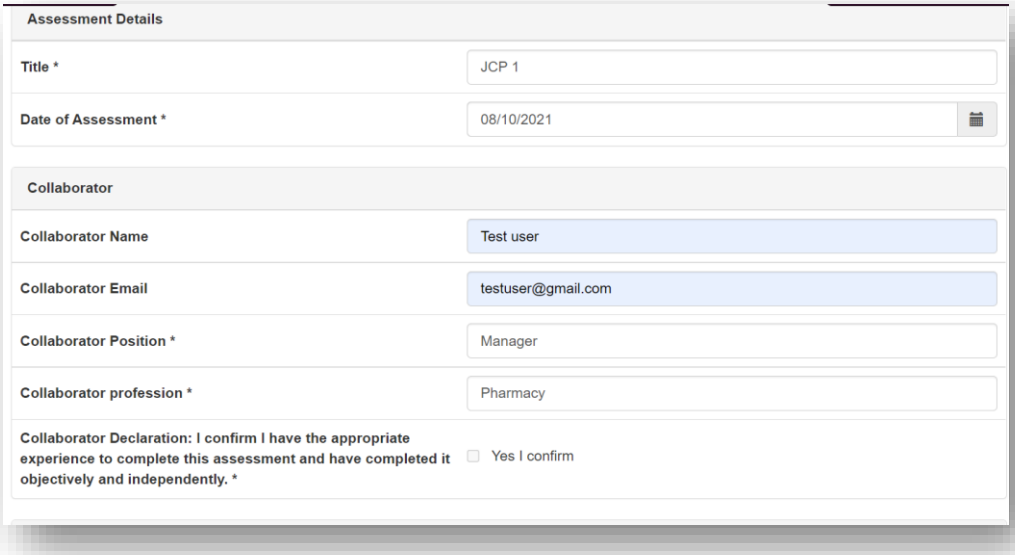
On the menu select "**Supervised Learning Events**" then "**Journal Club Presentation (JCP)**" or select "**Journal Club Presentation**" from the dashboard.



Select '**Start New Form**'.

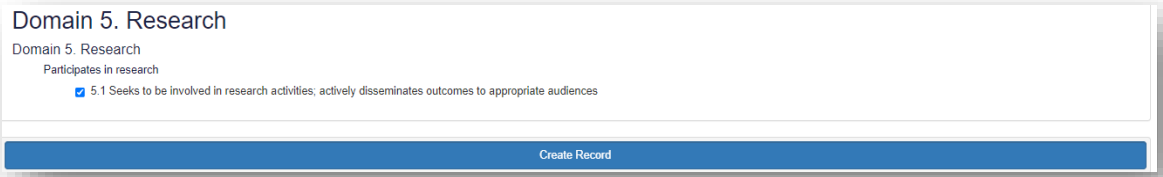


The Journal Club Presentation will appear. Complete the required fields as instructed INCLUDING the collaborator email address.

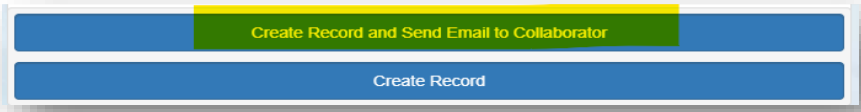


NOTE: You will notice that there are rating fields that you will not be able to complete. These are fields for your collaborators.

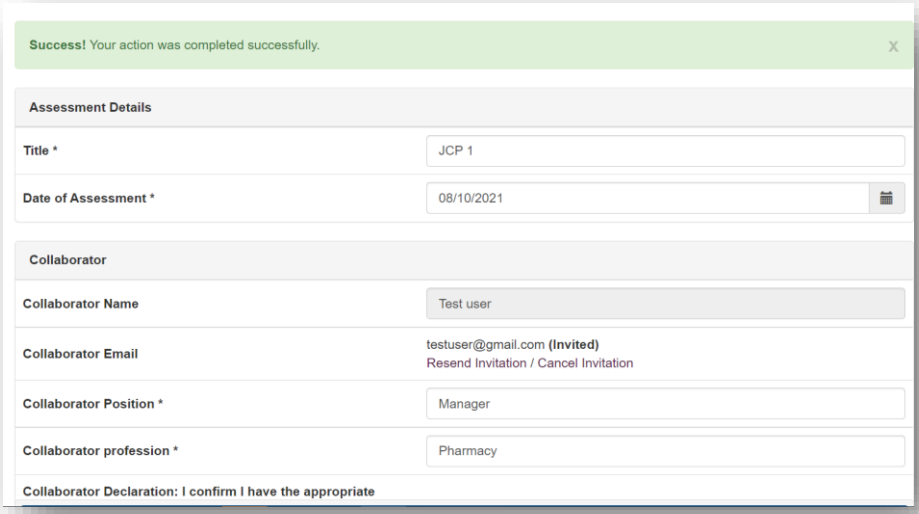
Continue and complete the rest of the form as instructed. Remember to complete the framework mapping.



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.



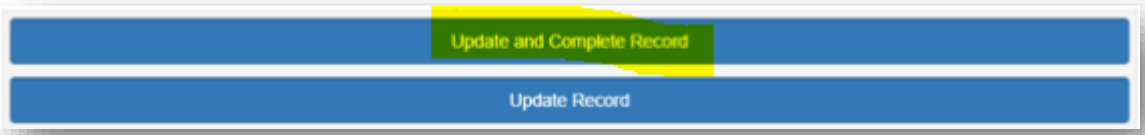
Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

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.

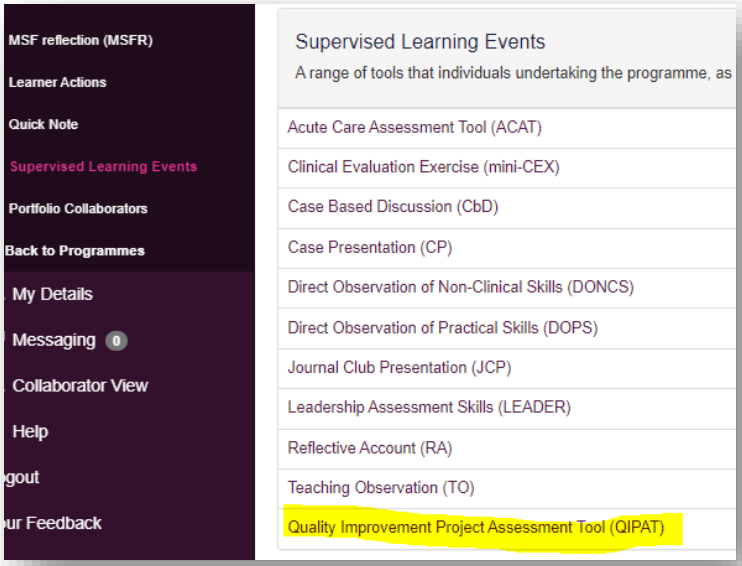


8.9 Quality Improvement Project Assessment Tool (QIPAT)

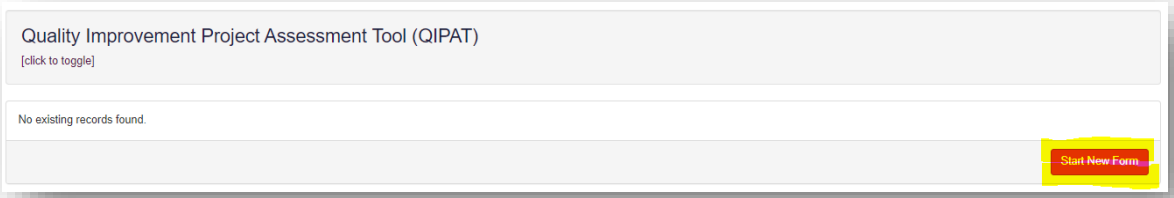
This tool is an evaluation of your ability to undertake a quality improvement project to improve service provision in your area of expertise.

8.9.1 Creating and completing a Quality Improvement Project Assessment Tool

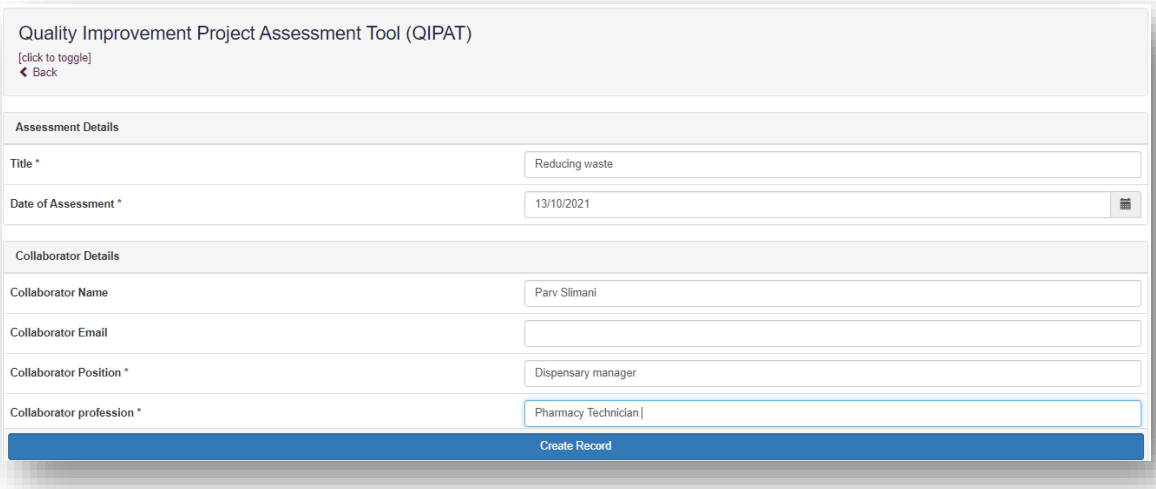
On the menu select "**Supervised Learning Events**" then "**Quality Improvement Project Assessment Tool (QIPAT)**" or select then "**Quality Improvement Project Assessment Tool (QIPAT)**" from the dashboard.



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



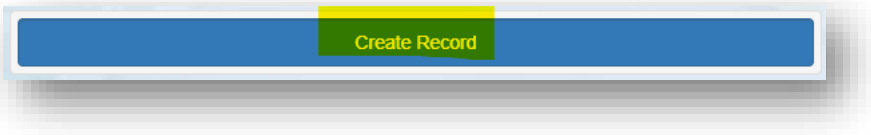
The form will appear. Complete the required fields as instructed EXCEPT the ‘Collaborator Email’ field which triggers the ticketed process.



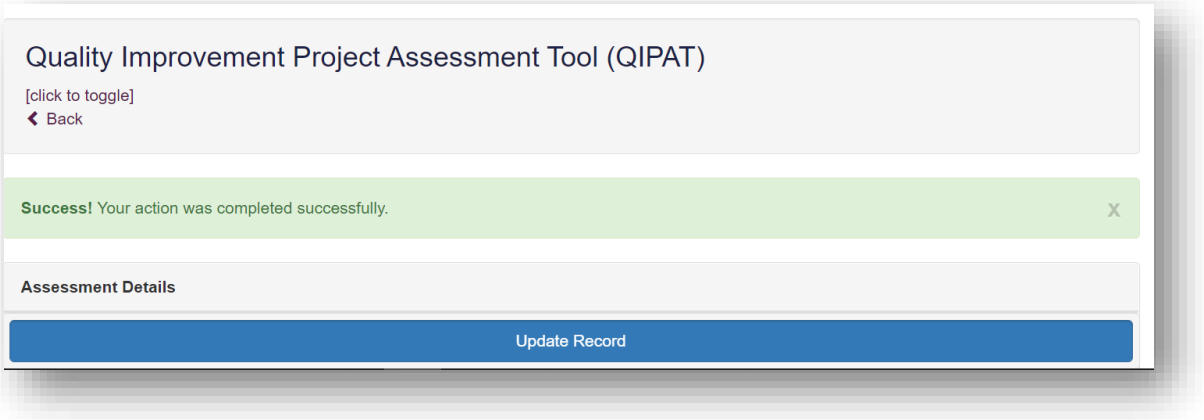
Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

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.



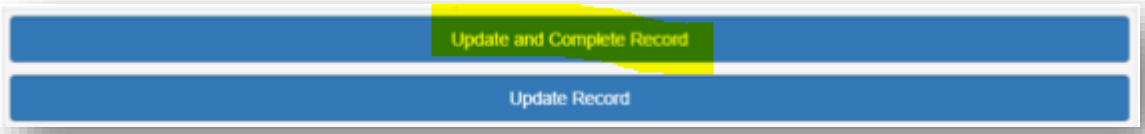
You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

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**'

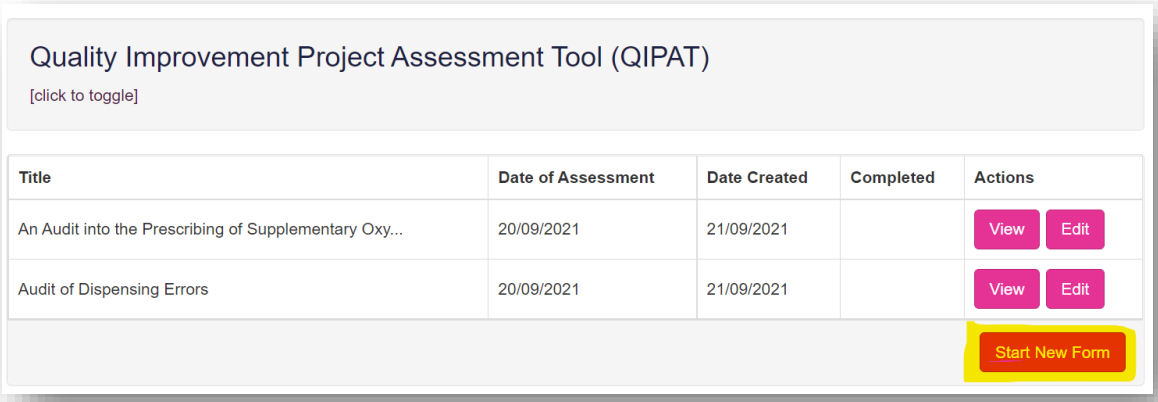
When the form is finished, select '**Update and Complete Record**' and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.



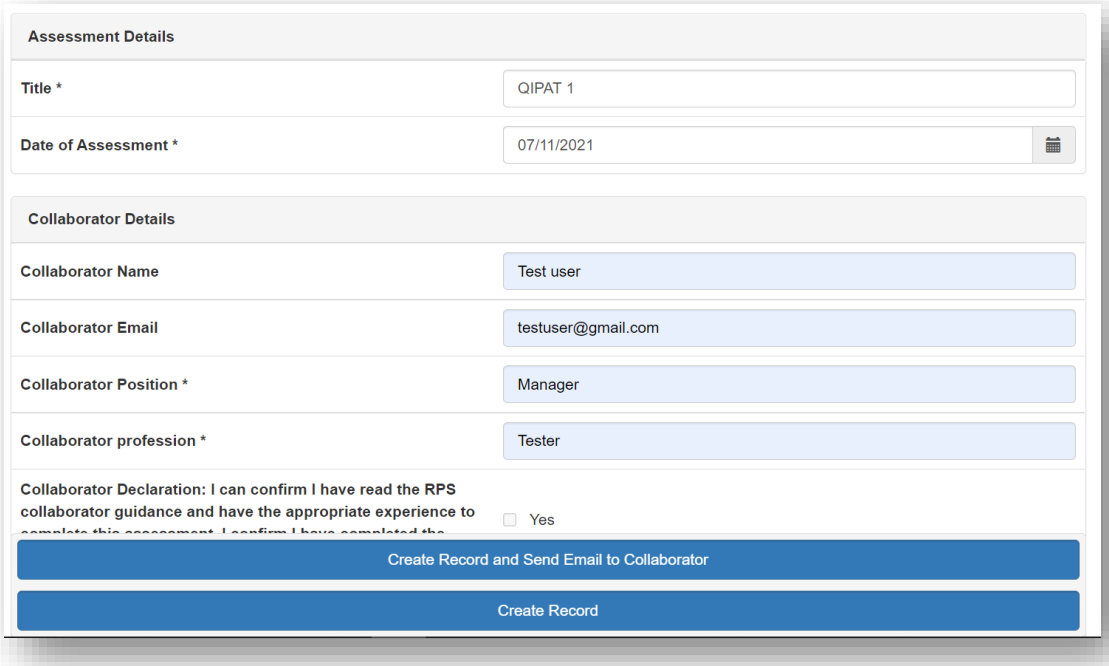
8.9.2 Seeking feedback on a Quality Improvement Assessment Tool via a ticket

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.



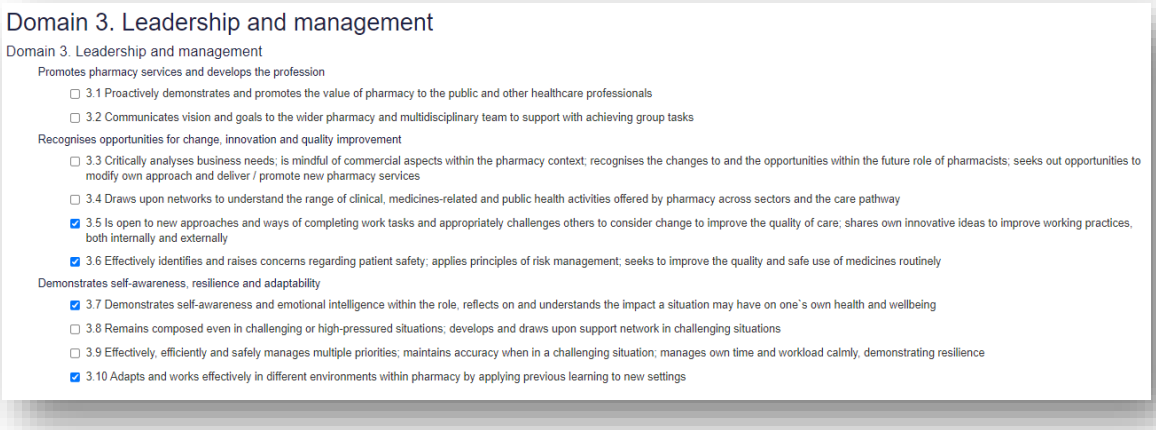
The form will appear. Complete the required fields as instructed INCLUDING the collaborator email address fields.



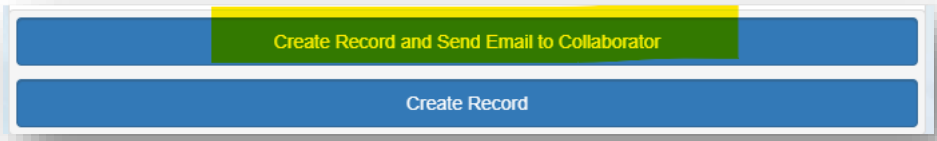
NOTE: You will notice that there are rating fields that you will not be able to complete. These are fields for your collaborators.

Continue and complete the rest of the form as instructed.

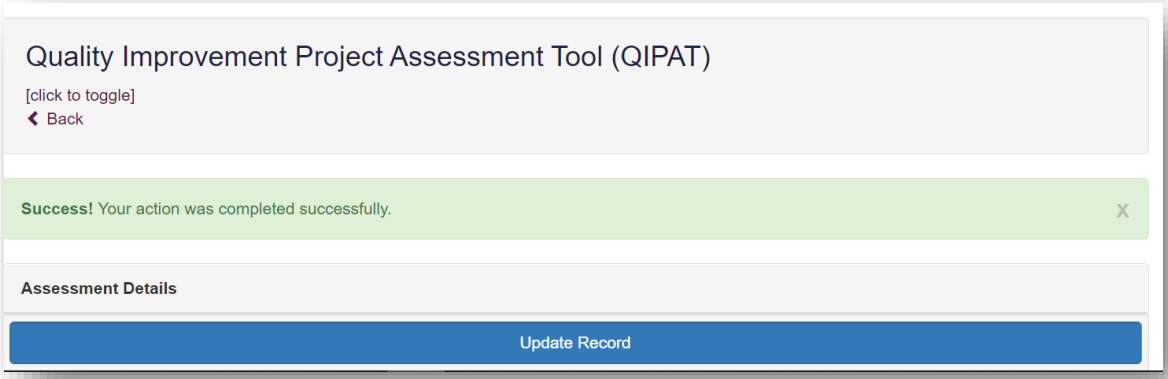
Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.



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.



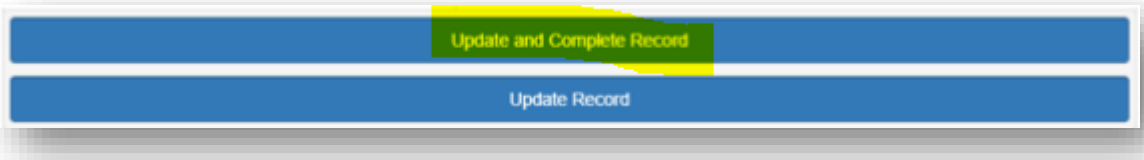
Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

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.



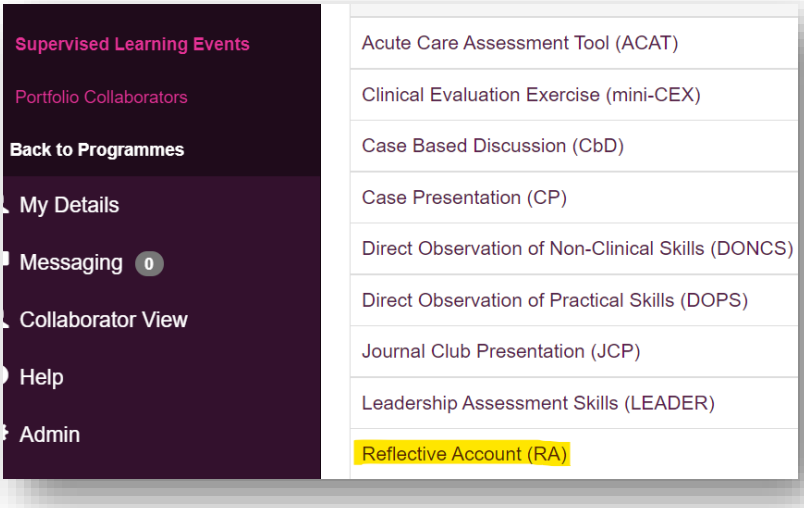
8.10 Reflective Account (RA)

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.

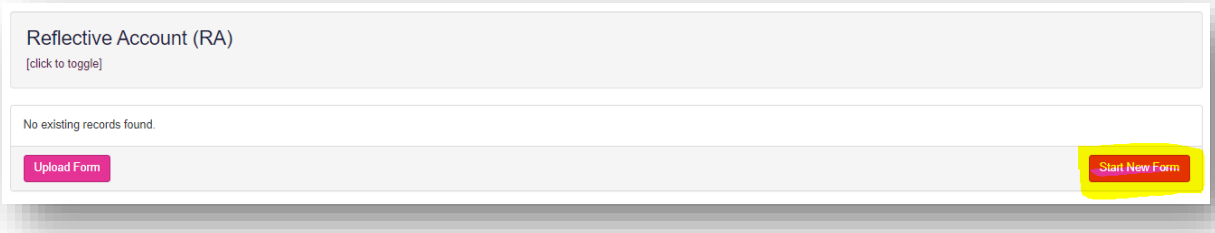
You can use the reflective account tool to capture how you are meeting the outcomes across one or more activities undertaken. It has been designed to be flexible so it can be used for most situations and practice scenarios, for example encounters during day-to-day work, patient scenarios, non-clinical 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

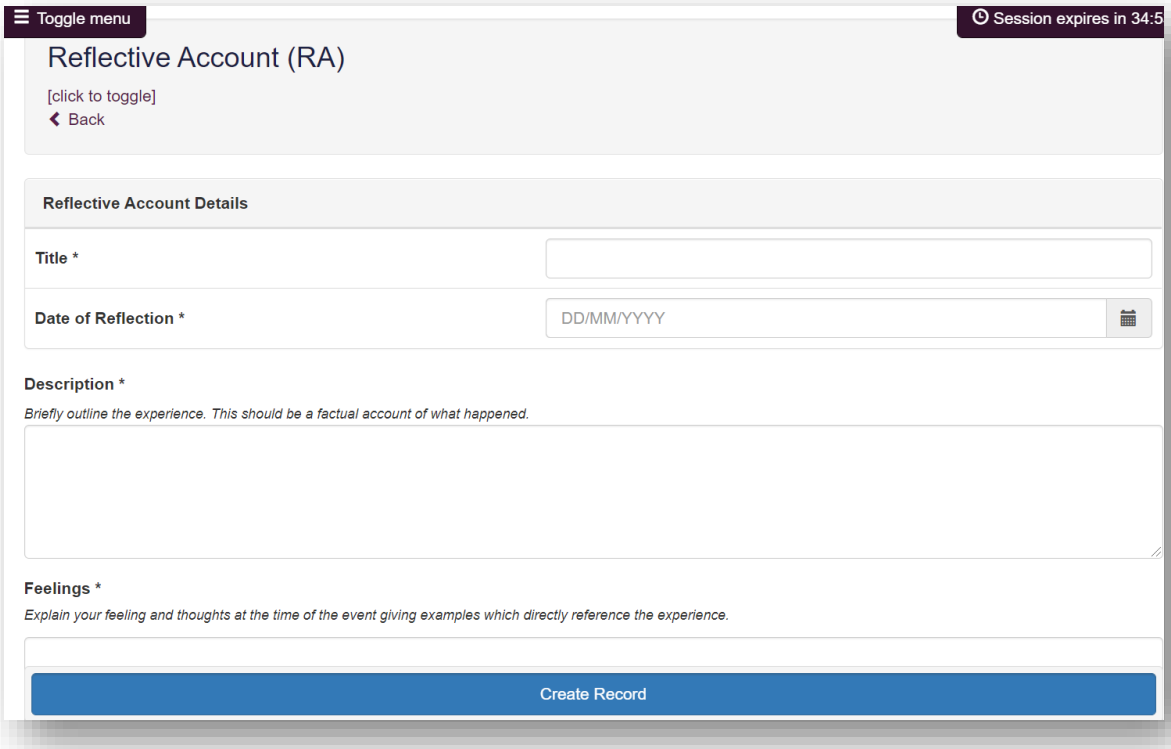
On the menu select "**Supervised Learning Events**" then "**Reflective Account (RA)**" or select "**Reflective Account**" from the dashboard.



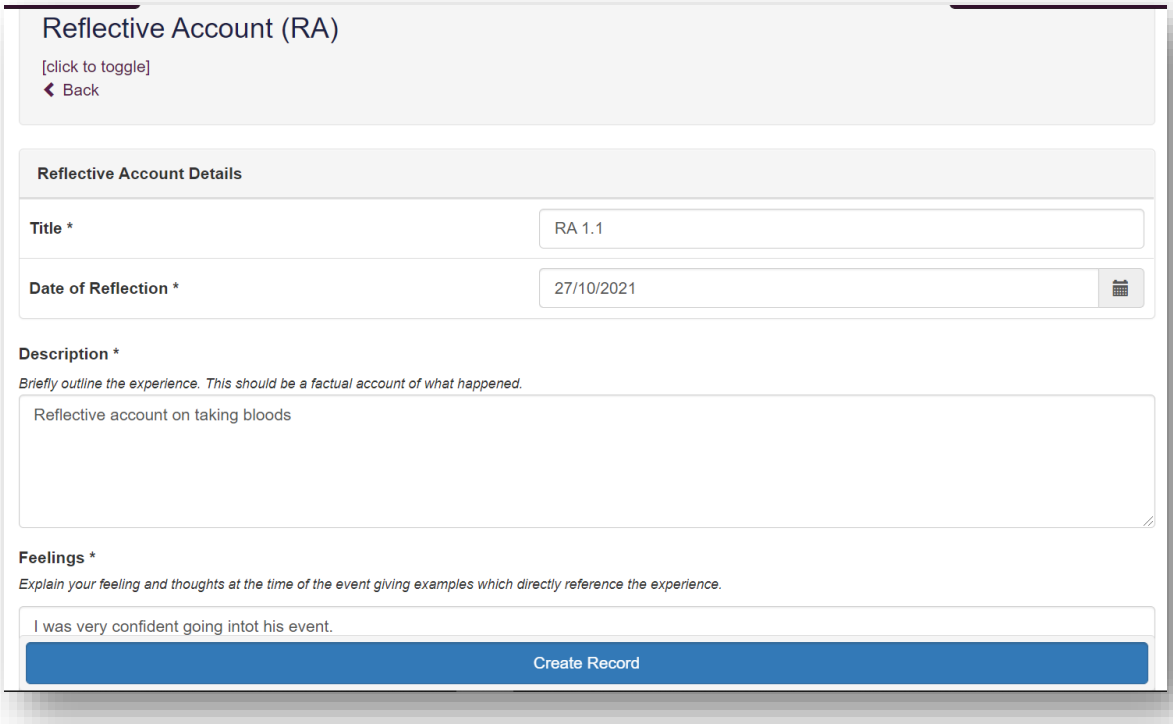
Select "**Start New Form**" to create a new record.



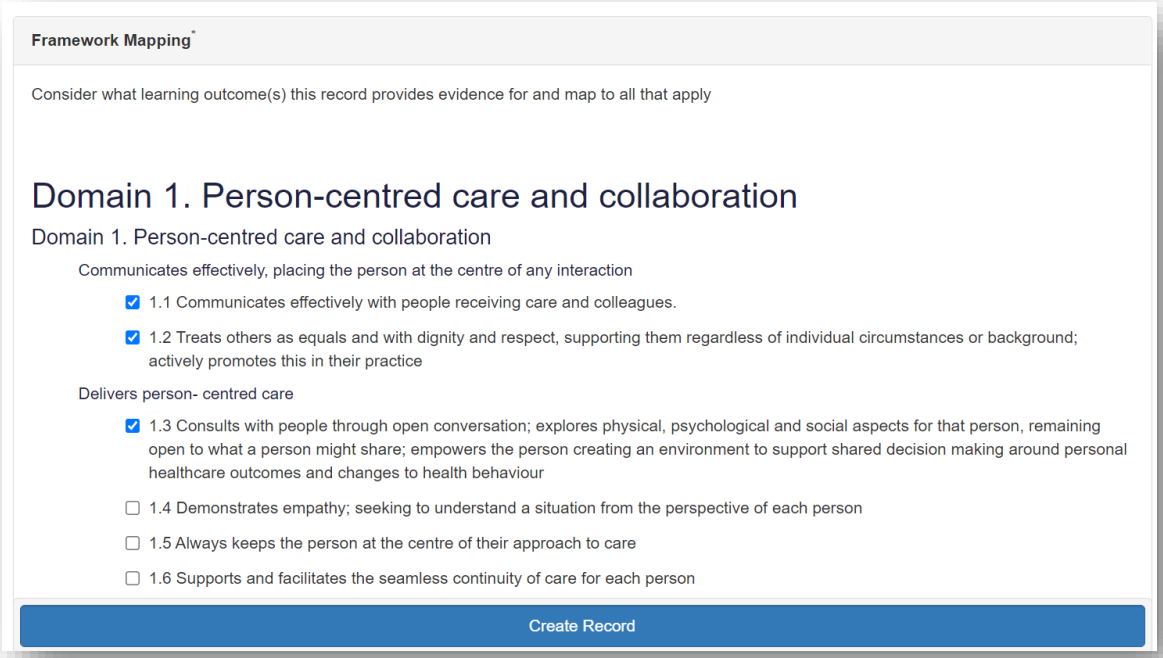
This will then take you to a page where you can complete sections that are relevant to your experience.



Complete the mandatory fields.

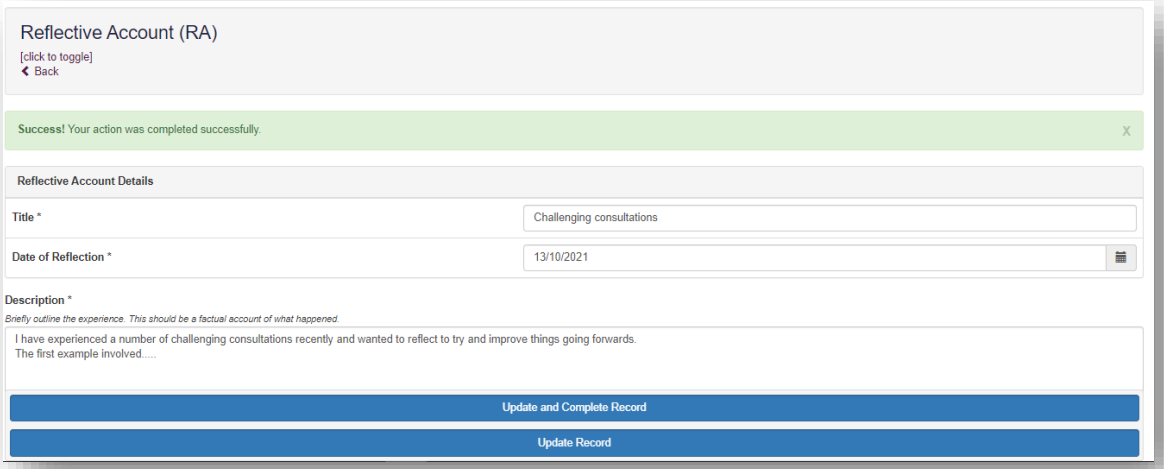


You can then map this record to any outcomes that are relevant.



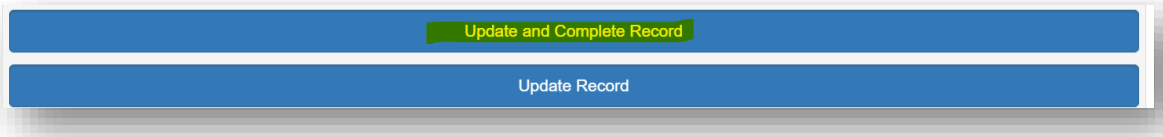
Once the mapping is complete, select the "**Create Record**" button.

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

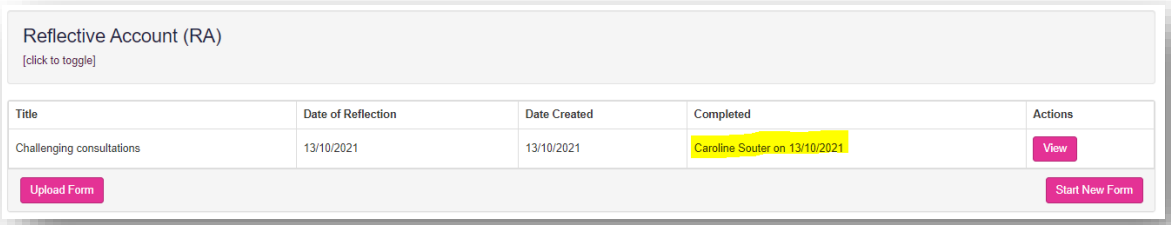


NOTE: Reflective accounts cannot be sent via a ticket. Once you have created a Reflective Account, your educational supervisor or designated presecribing practitioner can add optional comments.

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



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

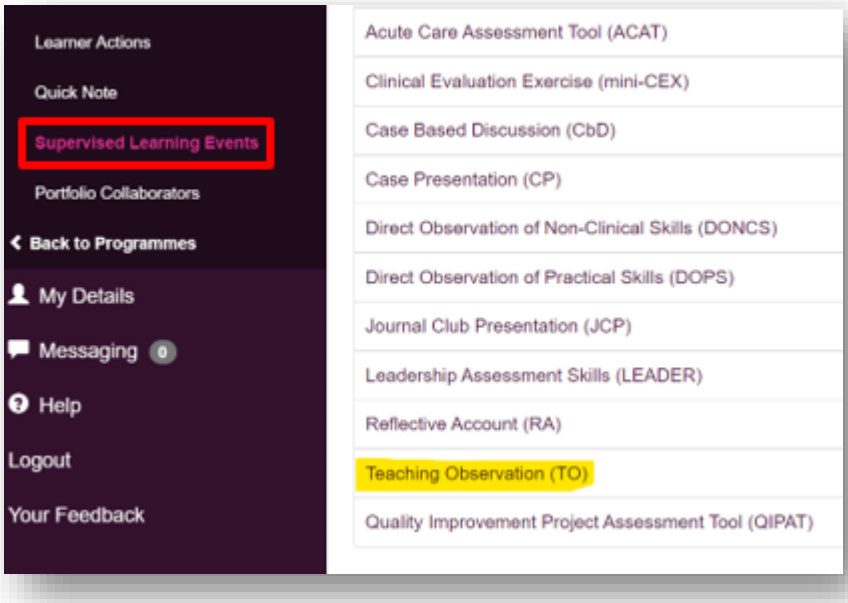


8.11 Teaching Obervation (TO)

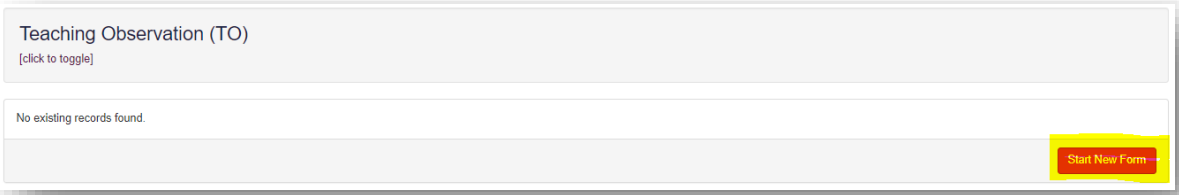
This tool is an evaluation of your ability to deliver an effective learning experience to others.

8.11.1 Creating and completing a Teaching Observation

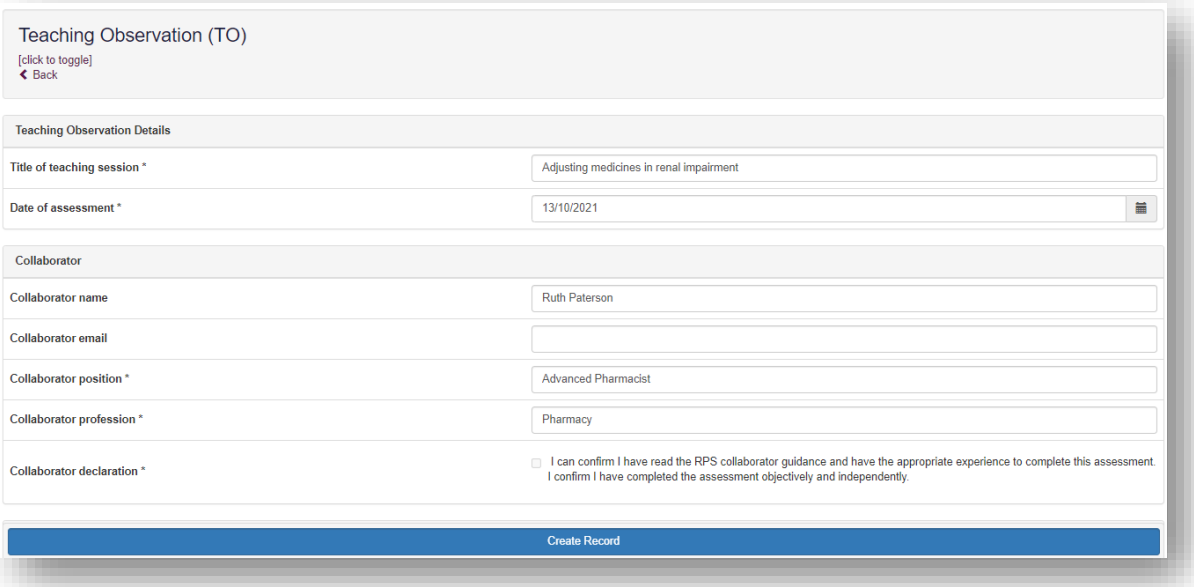
On the menu select "**Supervised Learning Events**" then "**Teaching Observation (TO)**" or select "**Teaching Observation (TO)**" from the dashboard.



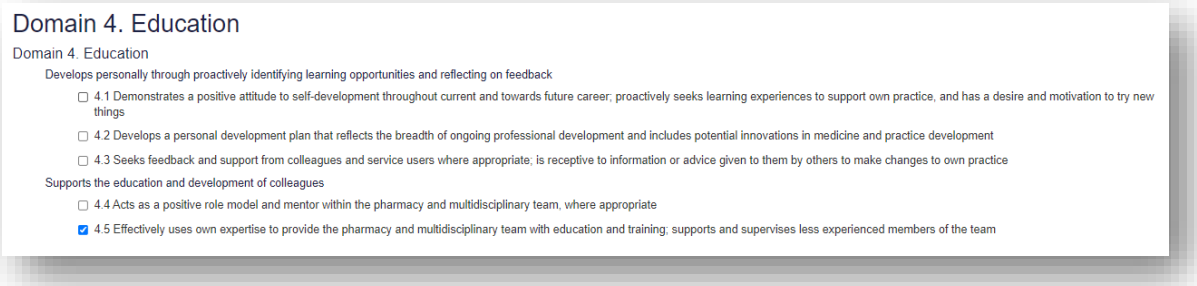
Select "**Start New**" to create a new record.



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

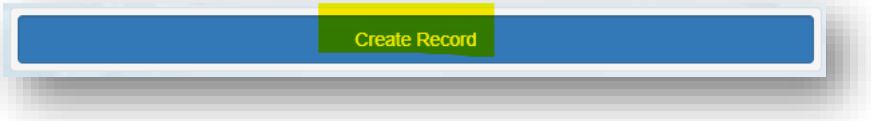


Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.

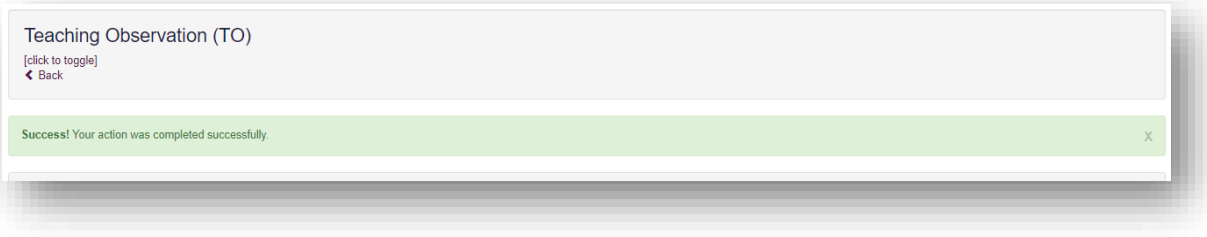


NOTE: You will notice that there are rating fields that you will not be able to complete. These are fields for your educational supervisor, designated prescribing practitioner or ticketed collaborator to complete.

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.



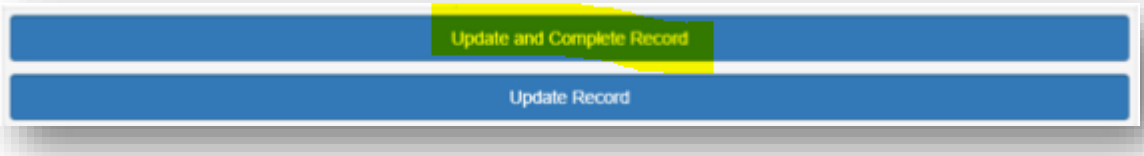
You should inform your educational supervisor or designated prescribing practitioner that the form is ready for their feedback.

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’**

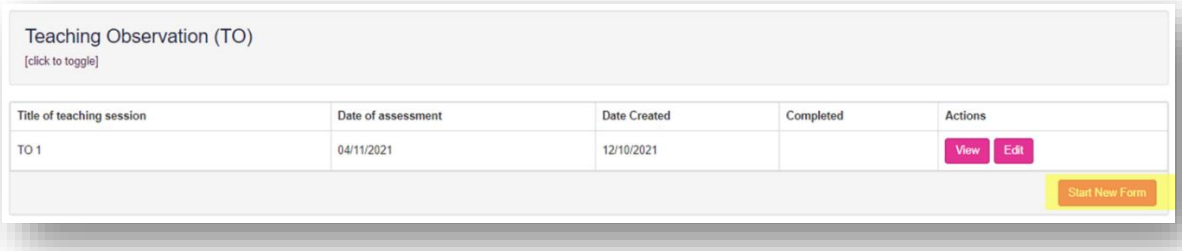
When the form is finished, select ‘**Update and Complete Record’** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.



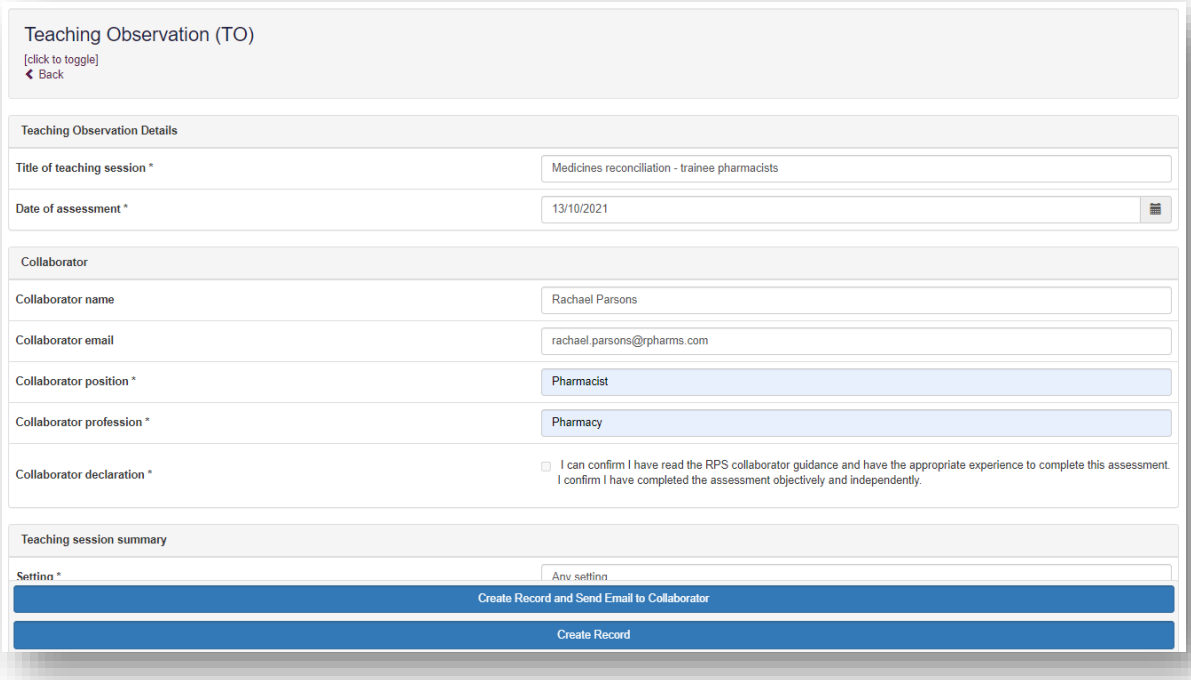
8.11.2 Seeking feedback on a Teaching Observation via a ticket

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.



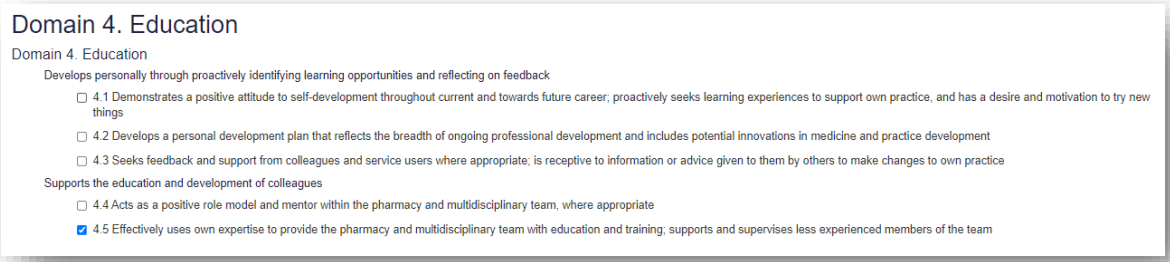
The 'Teaching Observation' form will appear. Complete the required fields as instructed INCLUDING the collaborator email address.



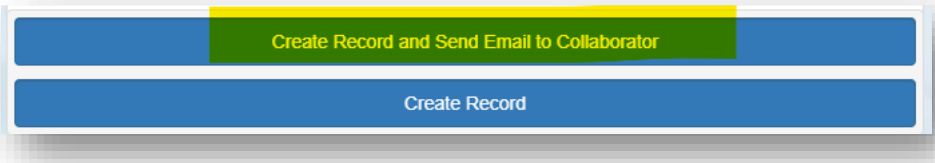
NOTE: You will notice that there are rating fields that you will not be able to complete. These are fields for your ticketed collaborators.

Continue and complete the rest of the form as instructed.

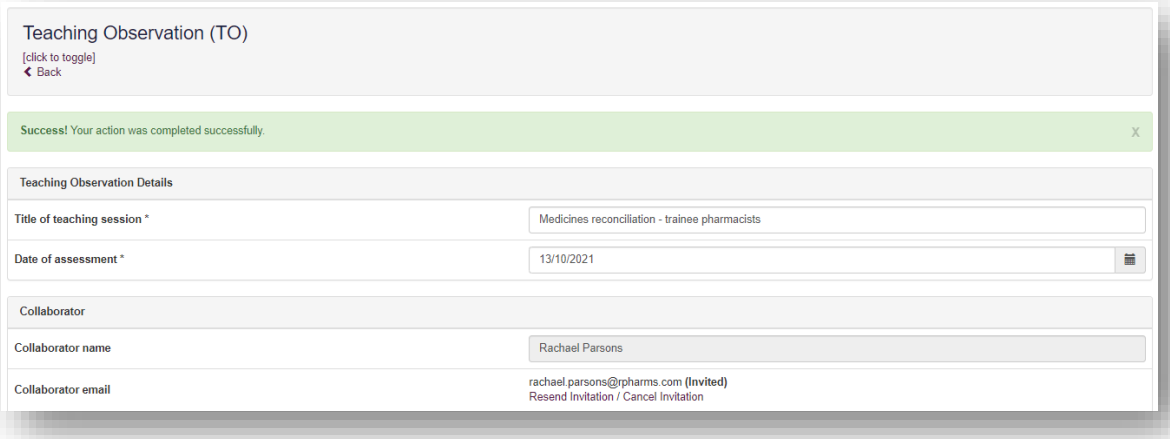
Remember to complete the framework mapping. Consider what outcome(s) this record provides evidence for, and map it to all that apply.



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.



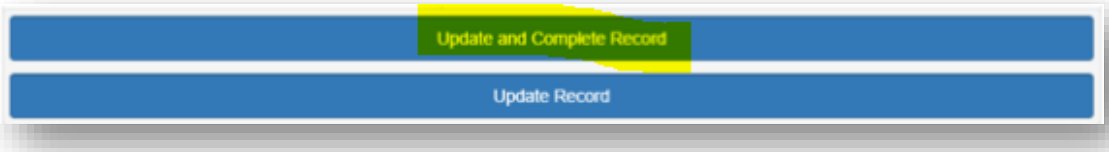
Once your ticketed collaborator has provided their feedback, you should inform your educational supervisor or designated prescribing practitioner that the form is ready to be reviewed.

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".**

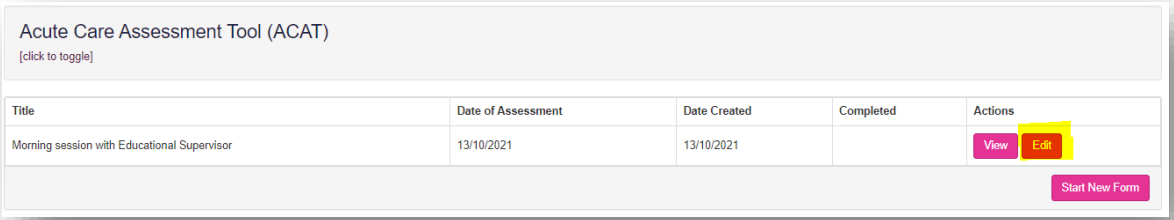
When the form is finished, select "**Update and Complete Record"** and the form will now appear in the completed count in your dashboard and in the framework summary. Remember it is not possible to edit the form after it has been marked complete.



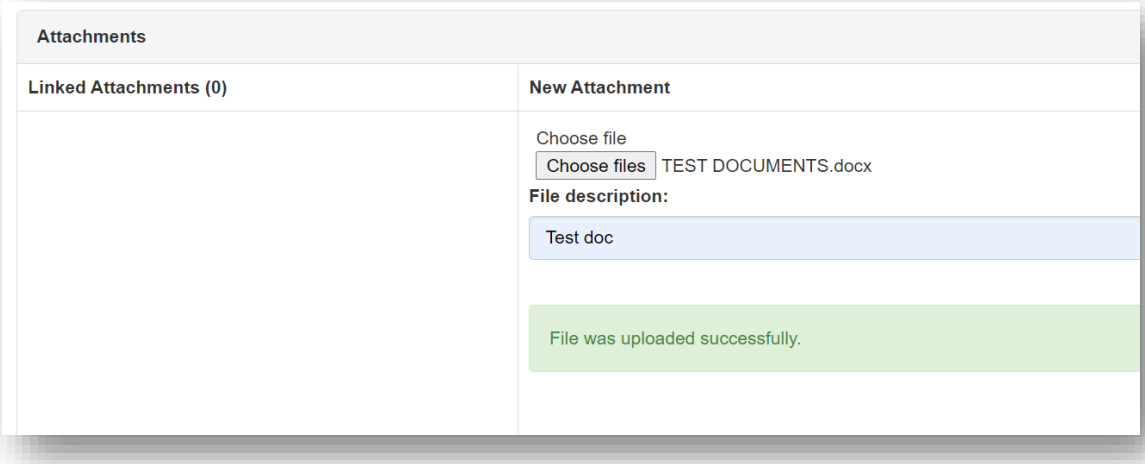
8.12 Attaching a file to an assessment tool

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.

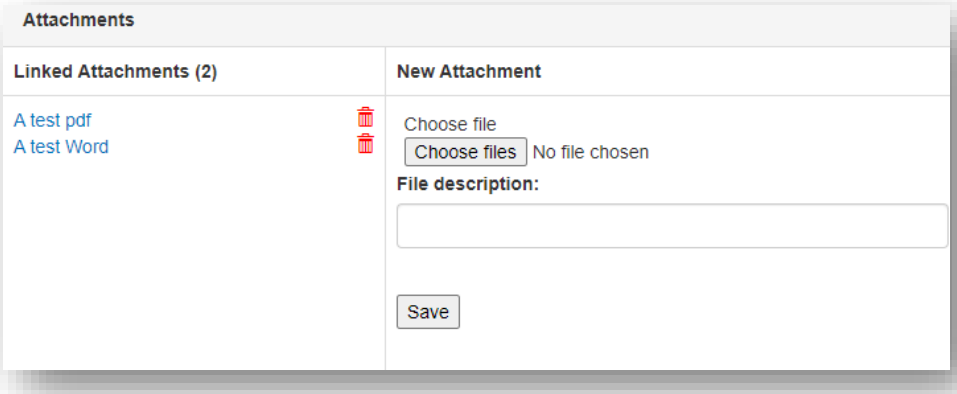
For example, if you would like to attach a file to an Acute Care Assessment Tool, go to the Acute Care Assessment Tool summary page and select **"Edit"**.



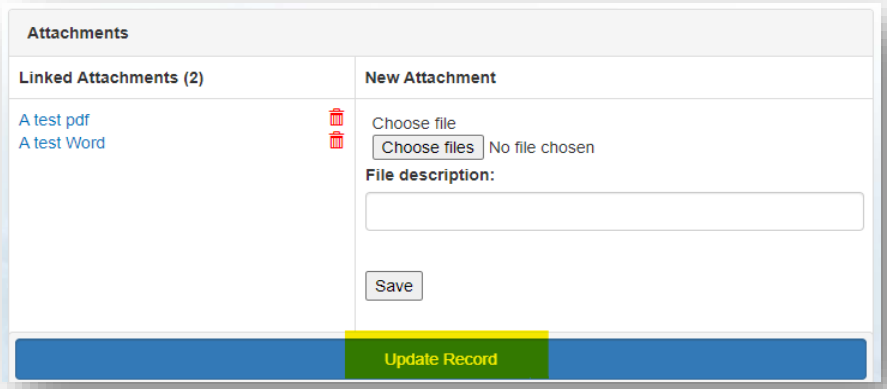
Scroll down the form until you get to the 'Attachments' section. Add the upload by selecting "**Choose files"**. You must enter a file description. Click "**Save**" once completed.



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



When done select "**Update Record".**



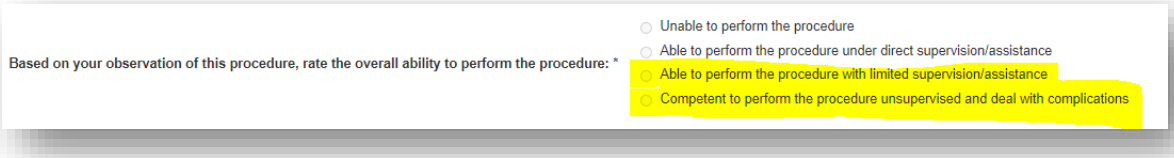
You will receive confirmation that the record has been updated.

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

9. Clinical assessment skills

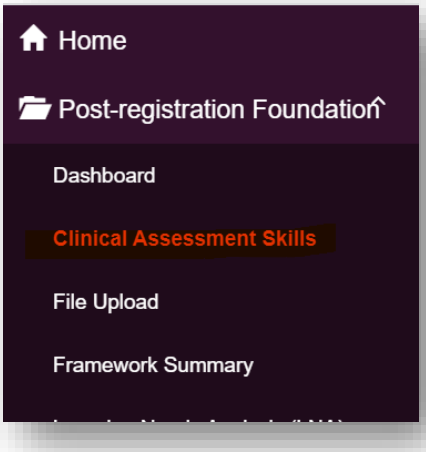
This is a summary of your progress with the clinical assessment skills, helping you to focus your learning.

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.

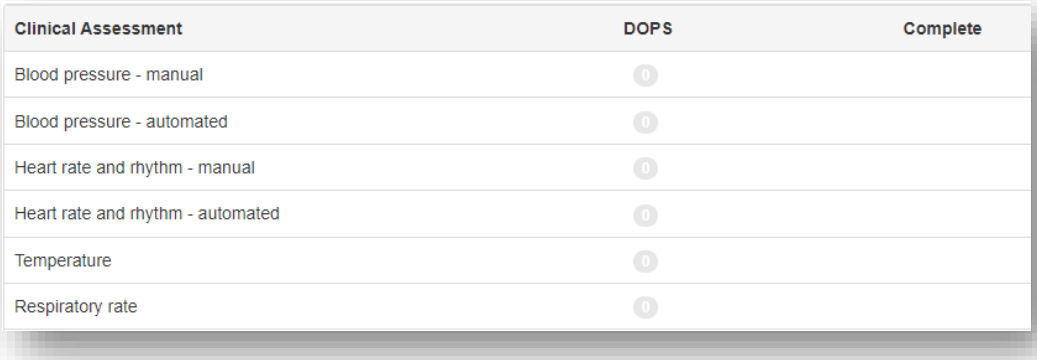


9.1 Accessing Clinical Assessment Skills

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
[click to toggle]

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	

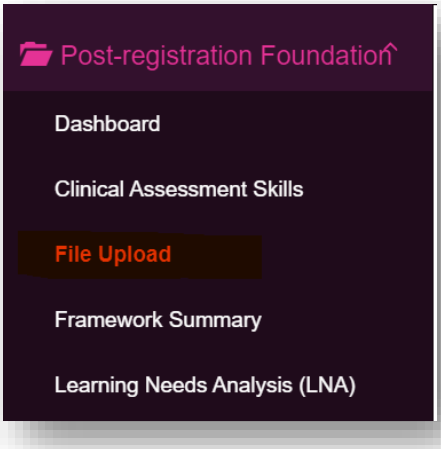
10. File upload

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.

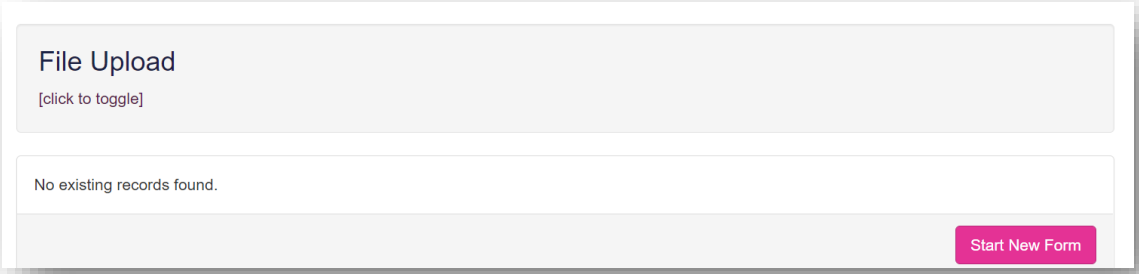
TIP: If your pieces of evidence are linked, then upload altogether in one file upload and add naming conventions.

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

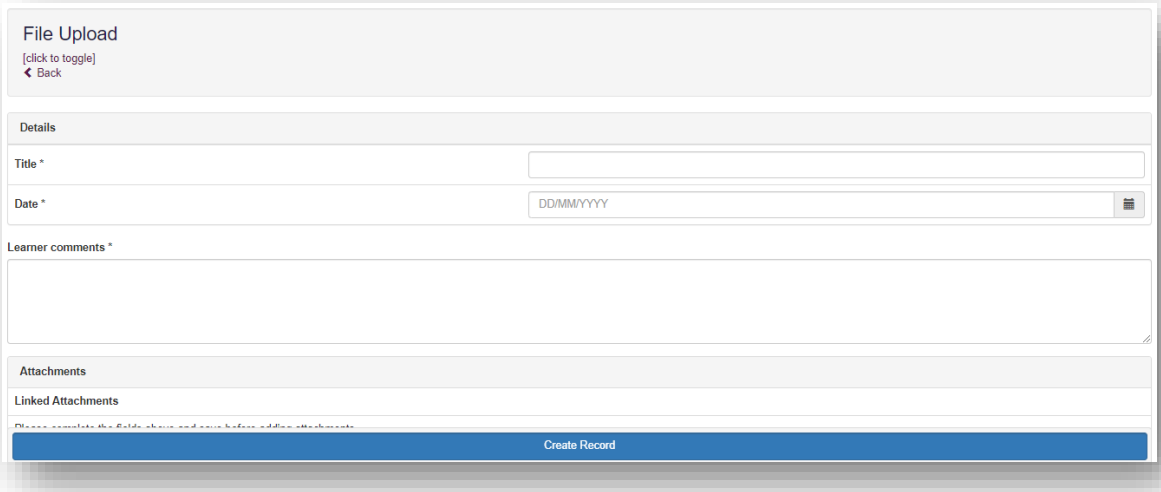
To access "**File Upload**", select from the navigation menu.



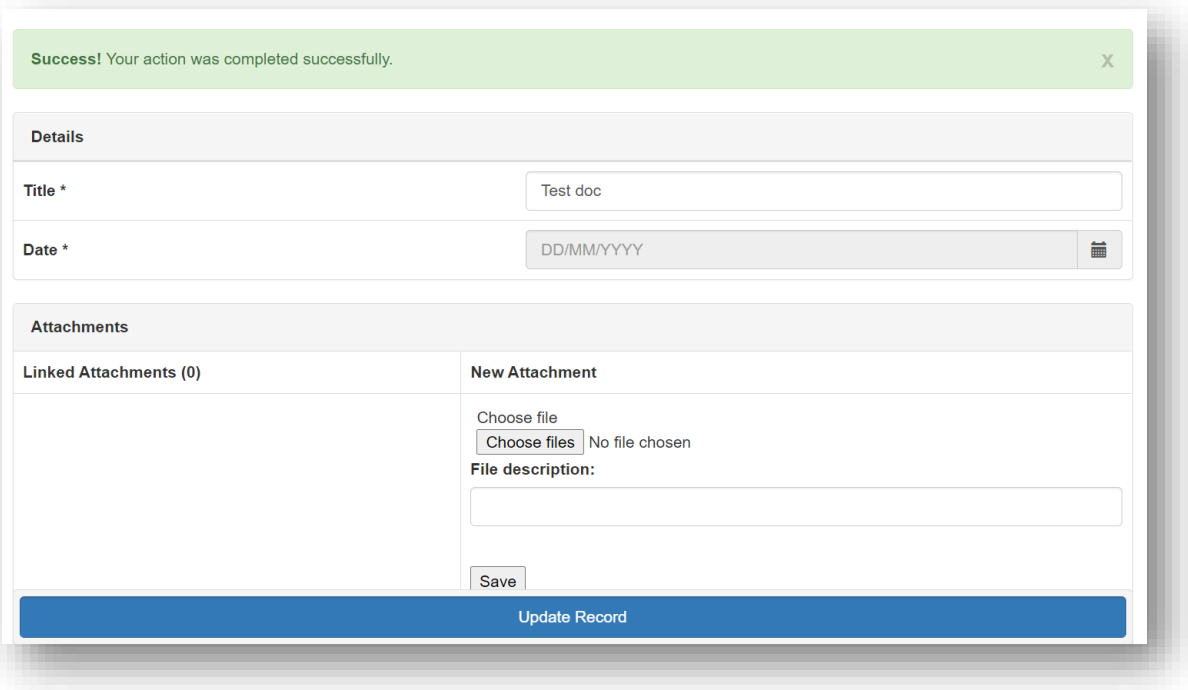
Select “**Start New”** to start the creation of your file upload.



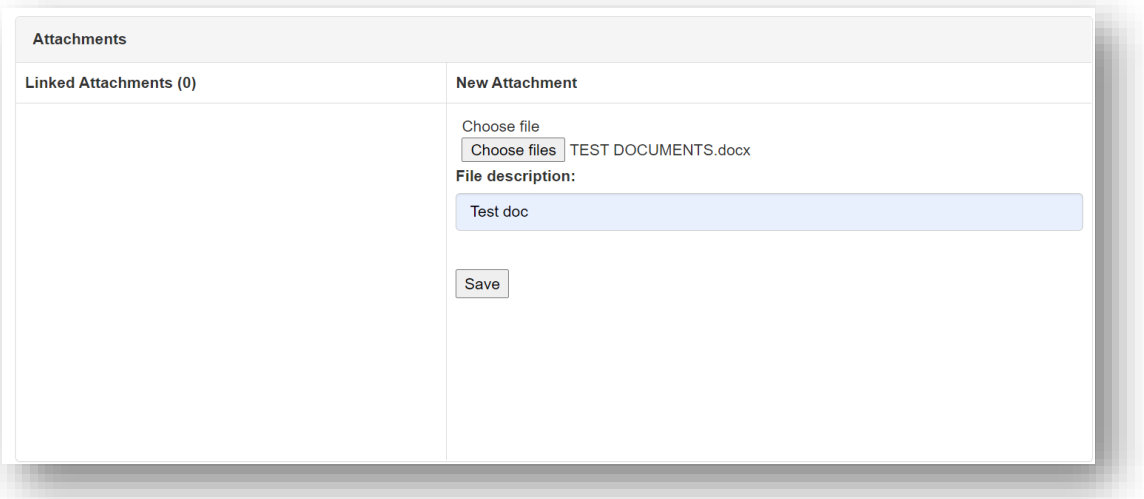
The ‘File Upload’ form will appear. Complete the required fields as instructed.



Click “**Create Record”** to save.

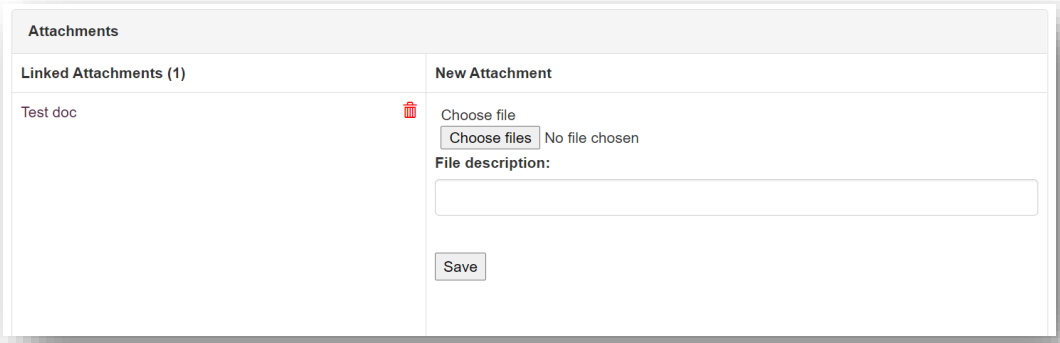


You'll see confirmation that the record has been saved. Add your file by selecting "**Choose files**".

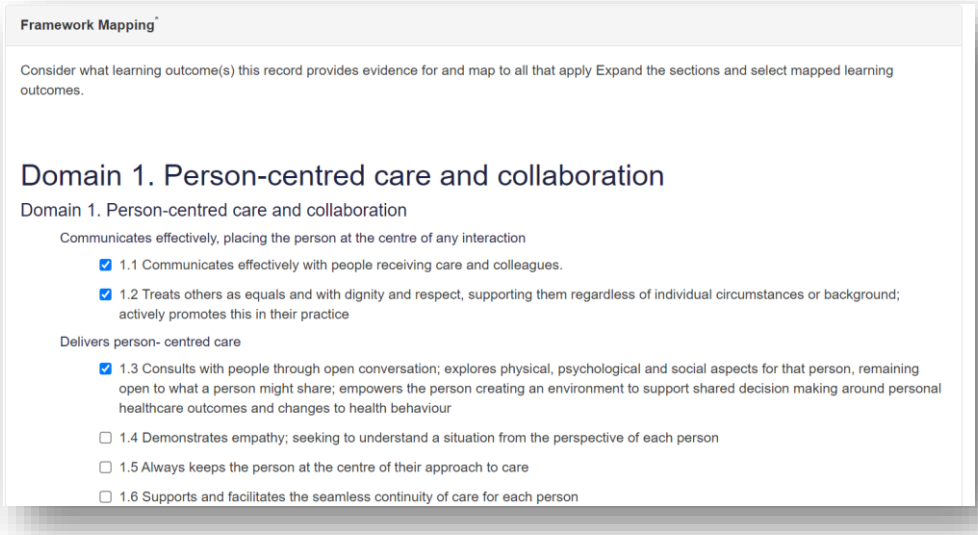


The file will upload.

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.



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



11. Learner Actions

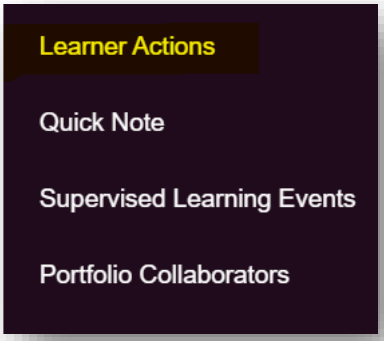
This section enables you to view action plans and individual tasks. This is essentially a 'to-do' list for your learning and development. All the actions that have been created from various assessment tools and forms will appear here. You will be able to view which assessment tool or form the action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

11.1 Viewing your actions log

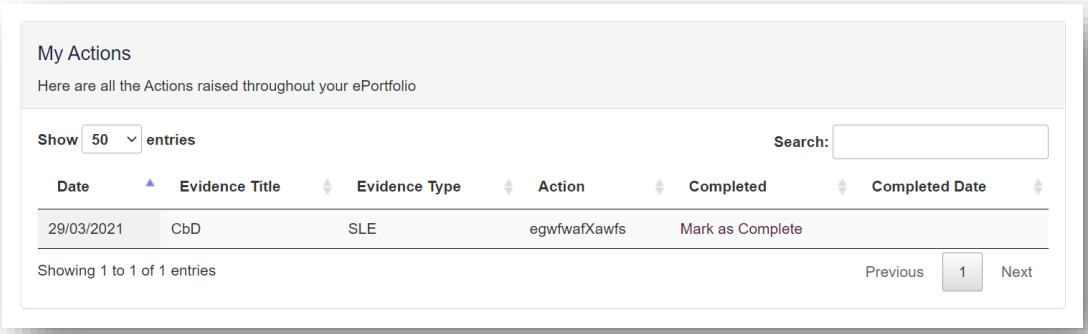
All supervised learning event forms, meeting records, and other records contain a field allowing you to create an action. Any actions that are generated, will appear in your 'Learner Actions' section.

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

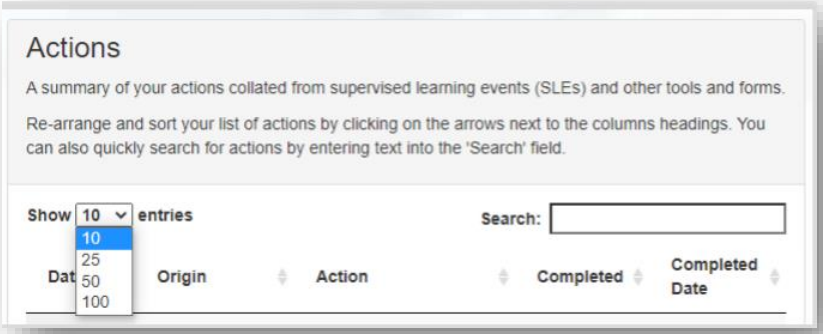
Select the "**Learner Actions**" option in the navigation menu.



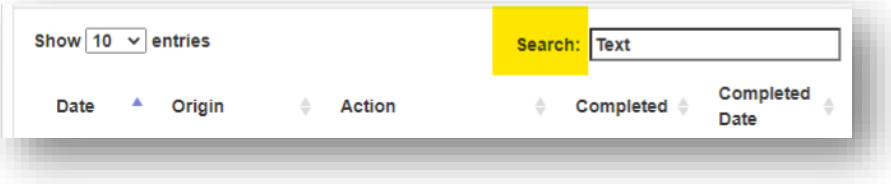
You can view all of the different action plans throughout your portfolio.



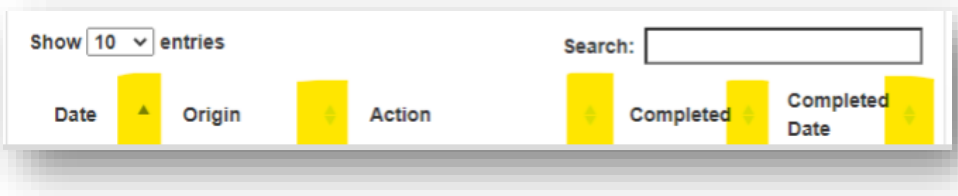
You can choose to view more action items on a page by selecting “Show” and selecting the number of items you want displayed from the drop-down list.



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



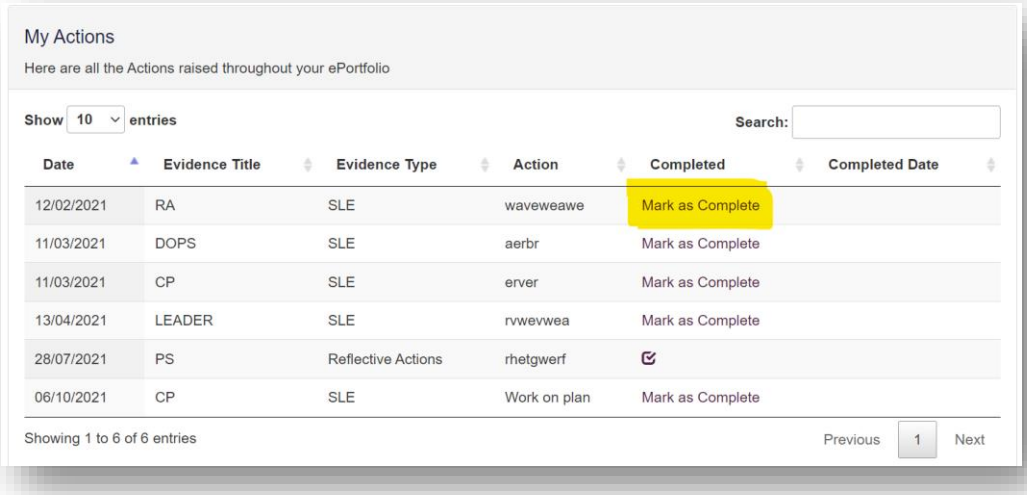
You can additionally sort your actions by clicking on the arrows next to each column.



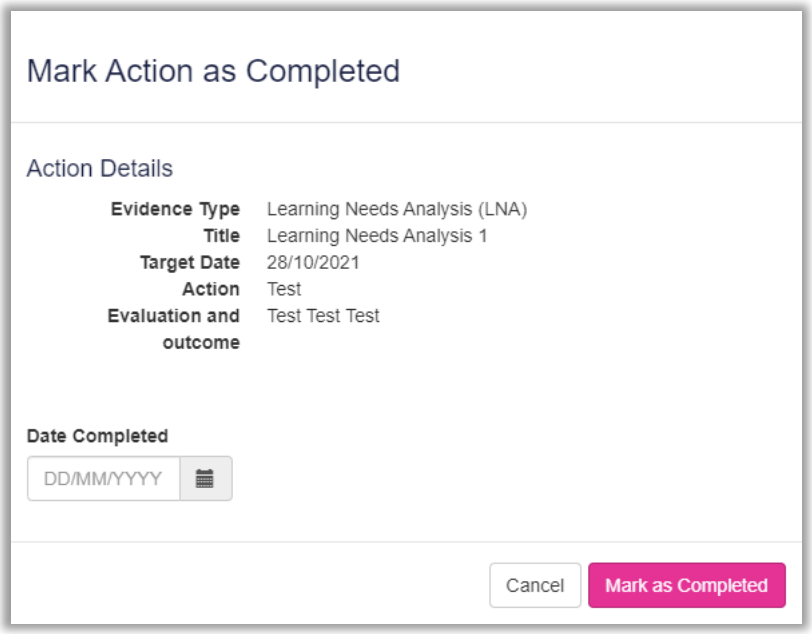
To view more actions on subsequent pages, use the page options at the bottom of the screen.

11.2 Completing actions

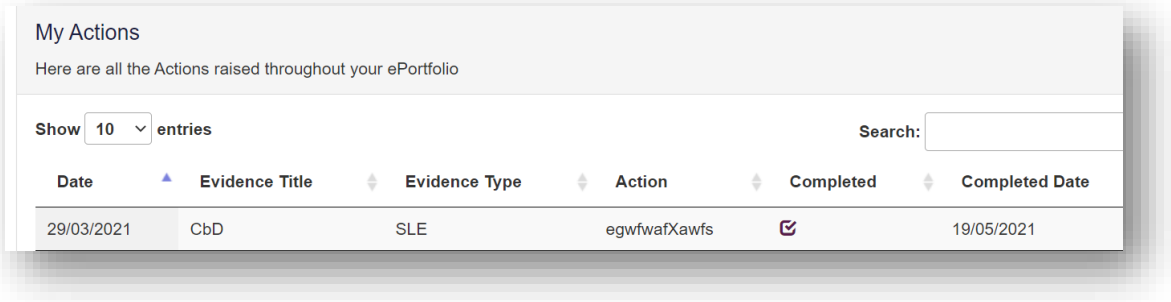
When you have completed an action item, select "**Mark as Complete**" next to the action.



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



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



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

Show 10 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		06/10/2021
28/07/2021	PS	Reflective Actions	rhetgwerf		

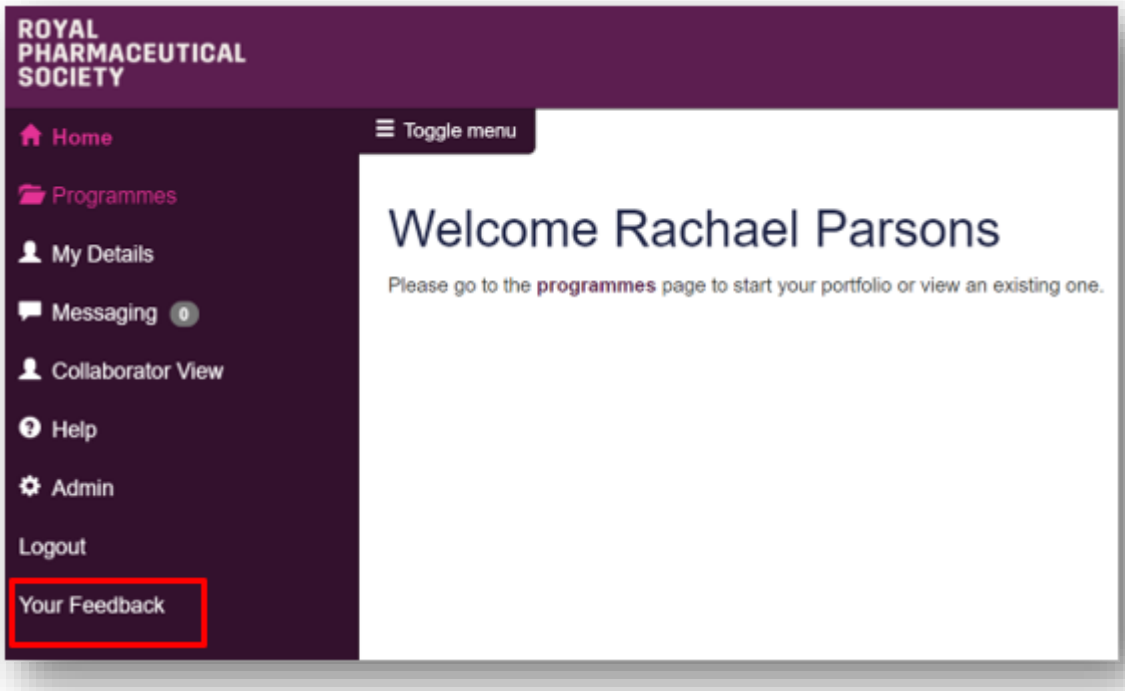
Showing 1 to 6 of 6 entries Previous 1 Next

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
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

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

Acknowledgements

RPS E-Portfolio designed by AXIA
AXIA Digital, Suite 58, Batley Business Park, Batley, West Yorkshire, WF17 6ER