

Trainee Pharmacist Foundation Year



E-Portfolio Update

Aims

- **Background**

- Objectives
- Development plan 2021-22
- Phased roll-out

- **Getting started**

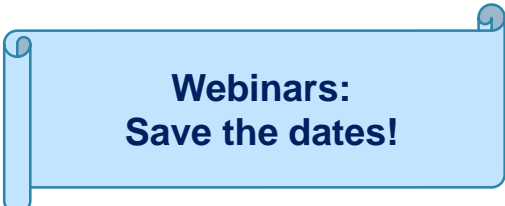
- Have you registered yet?
- Accessing the e-portfolio
- Change in Designated Supervisor
- E-portfolio resources

- **Trainee learning resources**

- Keep on learning and developing

- **Questions and Answers**

- **Useful contacts**



**Webinars:
Save the dates!**

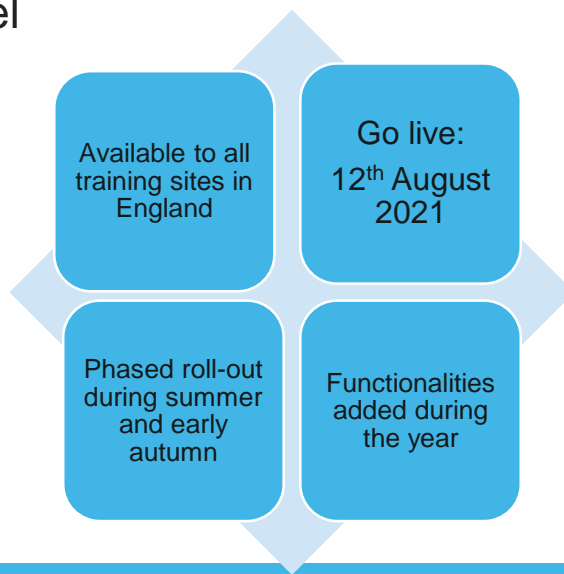
Background

A new e-portfolio for foundation trainee pharmacists

- HEE have commissioned the Royal Pharmaceutical Society (RPS) with Axia Digital to deliver the new e-portfolio system for all trainee pharmacists in England for the 2021/2022 foundation year.
- This new e-portfolio will directly support the use of the HEE assessment strategy.
- It allows trainee foundation pharmacists to build evidence of their learning, by recording evidence against the new General Pharmaceutical Council (GPhC) interim Learning Outcomes (LOs).

Objectives of the e-portfolio

- Support a consistent approach to the assessment of trainees
- give designated supervisors increased confidence in signing off trainees against the interim learning outcomes at the appropriate level



E-portfolio development plan 2021-22

Trainees can:

1. Complete a LNA and PDP
2. Upload and start creating evidence of learning, mapped to the HEE assessment framework and GPhC interim LOs
3. Document meetings and complete reflective accounts



Trainees and DS's can:

1. review progress against the GPhC interim LOs and HEE Assessment Strategy via a dashboard
2. Be able to sign off LOs and document GPhC progress review meetings



HEE, RPS and Axia Digital will:

Develop enhanced functionalities to enable reporting and communication tools within the e-portfolio

Phased roll-out

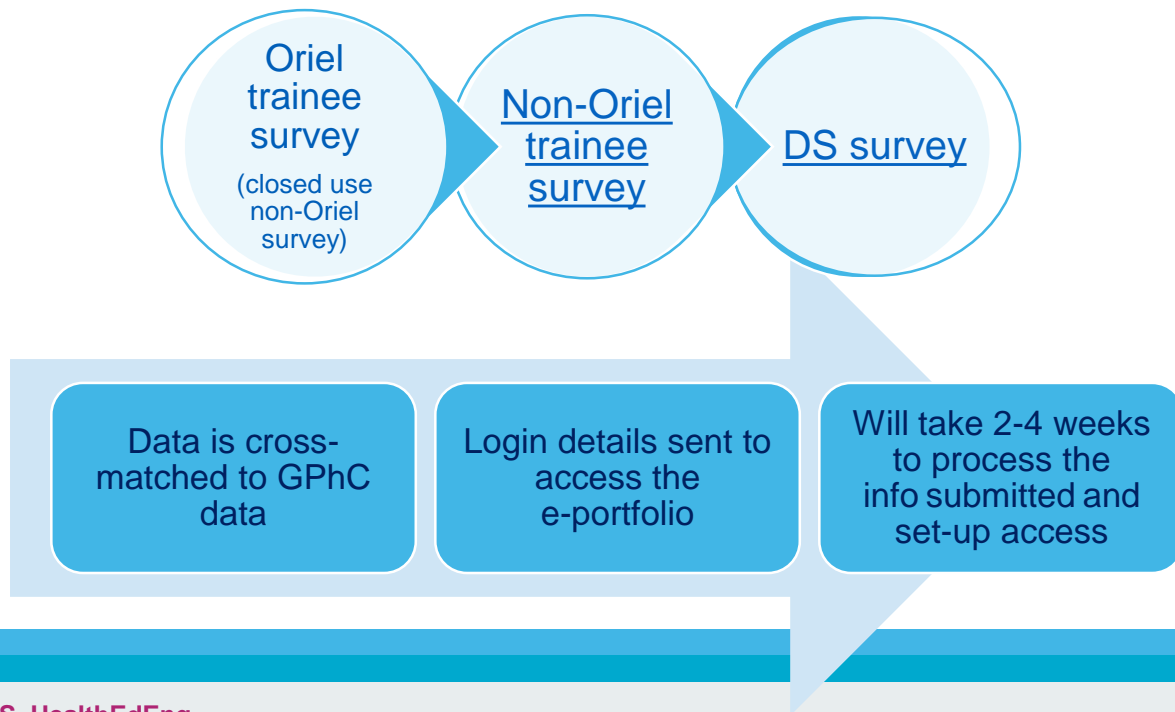


Getting started

Have you registered yet?

HEE data collection surveys unlock access to the e-portfolio

Click on the links below to complete if not already done so:



Accessing the e-portfolio

You can start using the e-portfolio as soon as you have access.

Completed your survey?

You will receive an email within 2-4 weeks from traineepharmacist@hee.nhs.uk telling you when your log-in details will be sent

You can upload existing evidence into the new e-portfolio

Linking trainees with DS's:

- Both trainee and DS need to have completed their surveys
- Surveys must be processed by HEE
- Information provided must match GPhC data

Who has access?



Trainees who have started a Foundation Training Year Placement after July 2021



GPhC approved Designated Supervisors – named on the Learning Contract submitted to the GPhC as part of the application process.



Workplace supervisors – can be invited to complete / mark an evidence via the “ticketing” process



Educational Programme Leads - *coming soon* - access to read only e-portfolios for trainees for a cohort and reporting

Change in Designated Supervisor

- Trainee to complete GPhC [Change of foundation training details form](#)
- Submit form to the GPhC: prereg@pharmacyregulation.org
- Send a copy of the change form to traineepharmacist@hee.nhs.uk
 - Subject Title: Change in Designated Supervisor
- New Designated supervisor to complete [HEE Designated Supervisor Survey](#) and submit to HEE
- Data will be matched to information received from the GPhC
 - It will take 2-4 weeks to process the information submitted and set up access to the e-portfolio.

NB: all details must match to the records held by the GPhC. A mis-match can cause a delay in receiving access to the e-portfolio.

FAQs

- [Visit our dedicated e-portfolio section on the HEE Trainee Pharmacist Foundation Year website:](#)

E-portfolio Frequently Asked Questions

Please also refer to the comprehensive **e-portfolio trainee user guide** and companion **video**. The user guide is also available at the end of this page under 'Related documents'. Further guides for **designated supervisors** and **collaborators** are also available to download.

Click on the '+' signs for new e-portfolio FAQs.

Accessing the e-portfolio and building evidence of learning



E-portfolio roll-out in detail



Getting started with the e-portfolio



Hints and tips - plus notifying the GPhC of a change of Designated Supervisor



Useful contacts



E-portfolio resources

- [HEE Trainee Pharmacist Foundation Year website: e-portfolio and downloadable resources](#) – including frequently asked questions
- [E-portfolio trainee user guide](#)
- [E-portfolio user guide for designated supervisors](#)
- [E-portfolio user guide for collaborators](#)
- [GPhC Guidance for foundation trainee supervisors](#)

To receive news and updates about the initial education and training of pharmacists by email, [please complete this form](#)

Keep on learning and developing

Links to resources we think are valuable for trainee foundation pharmacists are on our [website](#).

The resources are grouped in line with the assessment framework.

Take a look!

The Trainee Pharmacist Foundation Year Programme

Contents

- Designated Supervisor Information and - E-portfolio and downloadable resources

Resources

- Resources for Trainee Pharmacists

Clinical and Patient Facing Resources

Resources to help you with clinical knowledge and patient facing assessment activities

The resources in this section are grouped into key areas aligned to the [HEE Trainee Pharmacist Foundation Year Assessment Strategy](#) with a separate section outlining key clinical resources

Resources

Clinical Resources	+
Patient consultation and communication skills	+
Medicines Optimisation and Reconciliation	+
Patient focused public health intervention	+
Responding to a medicines enquiry	+
Medicines safety activity	+

E-portfolio training webinars

Save the dates!

HEE will be holding two joint webinars with the RPS in October to help support users of the trainee pharmacist e-portfolio.

There will be separate sessions for trainees and designated supervisors:

- **1. Learning Needs Analysis and Personal Development Plan**
 - **2. Progress Reports, Dashboard and Messaging**

Educational leads may wish to join the Designated supervisor webinar to understand the functionalities of the E-Portfolio. However, access to the E-portfolio is a feature that is currently in the build stage and will be launched in due course.

1. Learning Needs Analysis and Personal Development Plan

Session for Trainee Foundation Pharmacists:

Tuesday 12th October 2021 7-8pm

Session for Designated Supervisors:

Wednesday 13th October 2021 7-8pm

2. Progress Reports, Dashboard and Messaging

Session for Trainee Foundation Pharmacists:

Tuesday 19th October 2021 7-8pm

Session for Designated Supervisors:

Wednesday 20th October 2021 7-8pm

Contact us

For questions about the foundation pharmacist training year, assessment strategy or resources, please contact the HEE national pharmacy team:

✉: traineepharmacist@hee.nhs.uk

To receive email news and updates about the initial education and training of pharmacists, [please complete this form](#)

For technical issues or queries regarding functionality, please contact the RPS team:

✉: eportfolio@rpharms.com

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