



RCGP Revalidation ePortfolio

A quick start Guide for International and Overseas members

Version 2: November 2011

How do I?

1. Complete the Statement of Professional Roles
 - Go to Area 1
 - Personal Information is drawn from the College's main database
 - Select "Registration & Qualifications" & enter "Primary Medical Degree" & "Add Qualification"
 - Add a professional role
 - Add any additional information
2. Record any Exceptional Circumstances
 - Go to Area 2
 - Select "add an exceptional circumstance"
3. Complete Form 3
 - Go to Area 3
 - Complete all sections and enter 'n/a' if there is no information to be entered

Form 3 is completed by GPs in the UK to provide their appraiser with contextual information about their learning. International and overseas members might also find this a useful tool.

4. Add previous appraisal documentation
 - Go to Area 4
 - Select "add a past appraisal"

5. Add a Personal Development Plan Item (PDP)

- Go to Area 5
- Select “Add objective for this PDP”

Once pressed a separate window will open called ‘PDP Objective’. This will consist of two tabs ‘Objective’s plan and outcome’ and ‘Supporting information. Please select as appropriate

6. Create an entry in the learning log:

- Go to Area 6
- Select “Add new CPD item” and complete the form, link item to PDP if necessary and upload attachments if relevant

Patient-identifiable information – important note

The RCGP strongly advises users NOT to enter information that contains or leads to the identification of specific patients.

For example, if attaching documents such as complaints:

- remove identifiers such as name, address and date of birth
- consider removing other identifiers such as rare diagnoses/drugs or distinctive family/social history data.

7. Upload a colleague questionnaire

- Go to Area 7
- Select “Add a colleague feedback questionnaire

8. Upload a patient questionnaire

- Go to Area 8
- Select “Add a patient feedback questionnaire”

9. Record complaints

- Go to Area 9
- Select “Add a new complaint/cause for concern”

10. Record Significant Event analysis

- Go to Area 10
- Select “Add a Significant Event Audit”

11. Record clinical audits

- Go to Area 11

- Select “Add a clinical audit”
12. Statement on Probity & Health
 - Go to Area 12
 - Complete the form
 13. Export my learning in a summary document
 - Go to Dashboard
 - Select Download ePortfolio
 14. Set an appraisal date
 - Click on the blue box to the top right hand of the Dashboard screen and follow the instructions from there.
 15. Close my appraisal
 - Go the Dashboard and click the “Close Appraisal” button. When an appraisal year is closed, all documentation held for that year is moved to Area 4 in PDF format **where the system will no longer count it towards the open year’s appraisal.**

What are the ‘close appraisal’ and ‘grace period functions?’

The ePortfolio is designed to support the collection of information on an annual basis. Until an appraisal date is set (see 14), the default appraisal year will run from the 1 April to the 31 March. If the appraisal date has passed, the system will prompt the user to ‘close’ their appraisal (see 15). The appraisal year will close automatically after a nine month period which is called the ‘grace period’. When the ‘grace period’ begins, a warning message will appear on the dashboard advising which appraisal year is open and when the grace period will end. When the appraisal year is closed, supporting information for that year is either moved to Area 4 (Previous Appraisal Documents) where it can be accessed in PDF summary format or it can carry their items forward into the next appraisal year

16. Get support
 - Contact the Helpdesk on 0044 20 3188 7667 or gpeportfolio@rcgp.org.uk
 - Access the resources (e.g. guides and microvideos) on the Revalidation ePortfolio microsite: http://www.rcgp.org.uk/revalidation_eportfolio_home.aspx
17. Update the RCGP membership database to enable you to link up to a primary care organisation if returning to the UK
 - Contact Membership on 0044 20 3188 7766 or membership@rcgp.org.uk