



# The RCOG E-portfolio & HEE Portal: What an ST1 needs to know

Rebecca Patrick-Patel  
KSS ST4-5 trainee rep

Presentation by: Ashwin Karla

# This presentation:



How the RCOG curriculum is set up



Workplace-based assessments



What a trainee needs to do throughout the year



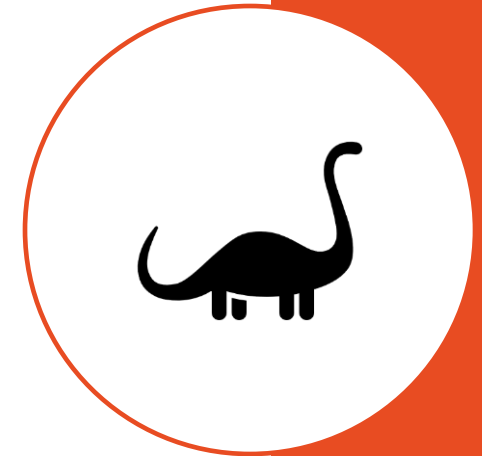
Using the RCOG E-portfolio



The HEE Portal and what it can do for you

# Overview

- A new curriculum has just been introduced this year
- A new e-portfolio was introduced in 2019
- Trainee-led and competency-focussed
- Allows a trainee to show evidence of ability in the different areas of practice
- Responsibility has been shifted to the trainee to show competence and to the educational supervisor to verify



ARCP

Completed portfolio

Professional Identities

Trainee as a clinician

Leadership, academics, health promotion, etc.

Capabilities in Practice  
(and examples)

Emergency obstetrics

Non-emergency gynaecology

Relevant CiPs  
(Revise a local guideline)  
and others

Key Skills  
(and examples)

Intrapartum fetal surveillance

Gynaecological swabs

Identify an out-of-date practice  
and others

## What does this mean for a trainee?

- Trainees need to generate enough evidence to show adequate progress in each CiP
  - You can attach evidence to a key skill (mini-cex, CBD, teaching attendance, StratOG certificate, audit presentation etc.)
  - Each key skill has descriptors for what is expected for a certain skill as per trainee grade
- Monthly ES meetings

How do I complete my  
CiPs?

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# Workplace based assessments 1/3

Mini-CEX: (mini-clinical examination) a single episode of clinical practice (history, exam, management, communication) witnessed by a trainer

CBD: (case-based discussion) a structured discussion regarding a clinical event or topic with a trainer

# Workplace based assessments 2/3

## TO1s and TO2s:

(team observation forms)

A trainee sends TO1 forms to their colleagues to collect feedback

Before sending TO1s, a trainee has to self-assess themselves using the same criteria

Once at least 10 forms are collected, a trainer releases the forms for the trainee to see



Workplace  
based  
assessments  
3/3

Reflective practice: A documented reflection on a clinical experience, conflict, or other event.

OSATS: (objective structured assessment of technical skill) Summative or formative assessment of a trainee's ability to perform a clinical skill

# OSATS (on the RCOG website!)

	Stage One		Stage Two			Stage Three	
	ST1	ST2	ST3	ST4	ST5	ST6	ST7
Curriculum progression	CiP progress appropriate to ST1 as per the CiP guides and matrix of entrustability levels.	CiP progress appropriate to ST2 as per the CiP guides and matrix of entrustability levels.	CiP progress appropriate to ST3 as per the CiP guides and matrix of entrustability levels.	CiP progress appropriate to ST4 as per the CiP guides and matrix of entrustability levels.	CiP progress appropriate to ST5 as per the CiP guides and matrix of entrustability levels.	CiP progress appropriate to ST6 as per the CiP guides and matrix of entrustability levels.	CiP progress appropriate to ST7 as per the CiP guides and matrix of entrustability levels.
Examinations		MRCOG Part 1			MRCOG Part 2 MRCOG Part 3		
At least 3 summative OSATS <i>(unless otherwise specified)</i> confirming competence by more than one assessor.  At least one OSATS confirming competence should be supervised by a consultant  (can be achieved prior to the specified year)	Cervical smear	caesarean section (basic) <sup>Ω</sup>  Non-rotational assisted vaginal delivery (ventouse)  Non-rotational assisted vaginal delivery (forceps)  Perineal repair  Surgical management of miscarriage/surgical termination of pregnancy <16 weeks  Insertion / removal of IUS or IUCD  Endometrial biopsy	Manual removal of the placenta  Transabdominal ultrasound of early pregnancy  Transabdominal ultrasound of late pregnancy	Hysteroscopy  Diagnostic laparoscopy  3 <sup>rd</sup> degree perineal repair  Vulval biopsy	Simple operative laparoscopy (laparoscopic sterilisation or simple adnexal surgery e.g. adhesiolysis/ ovarian drilling)  Caesarean section (intermediate) <sup>Ω</sup>  Rotational assisted vaginal delivery (any method)  SITM specific  Subspecialty training specific (if applicable)	SITM specific  Subspecialty training specific	Caesarean section (complex) <sup>Ω</sup>  Laparoscopic management of ectopic pregnancy  Ovarian cystectomy (open or laparoscopic)  Surgical management of PPH*  Surgical evacuation of uterus > 16 weeks (Obstetrics†)  SITM specific  Subspecialty training specific
Formative OSATS	Optional but encouraged						
Mini-CEX	✓	✓	✓	✓	✓	✓	✓

# What to do with evidence

Link it to key skills



Once each CiP has enough evidence to show progress in key skills:

## A trainee does a CiP self-assessment

- Trainer can sign off the CiP
- Or decline and provide feedback

# These are the CiPs and Key Skills

## Healthcare Professional

CiP 1 Clinical skills and patient care

CiP 2 Working in health organisations

CiP 3 Leadership

CiP 4 Quality Improvement

CiP 5 Human factors

## Researcher, Scholar and Educator

CiP 6 Developing self & others

CiP 7 Innovation and research

CiP 8 Educator

## Clinical Expert

CiP 9 Emergency gynaecology and early pregnancy

CiP 10 Emergency obstetrics

CiP 11 Non-emergency gynaecology and early pregnancy

CiP 12 Non-emergency obstetrics

## Champion for Women's Health

CiP 13 Non-discrimination and inclusion

CiP 14 Health promotion


ADD



# CiP 11: Non-emergency gynaecology and early pregnancy i

The doctor is competent in recognising, assessing and managing non-emergency gynaecology and early pregnancy.

0 of 10 Skills have items linked

- KEY SKILL** Manages abnormal vaginal bleeding ▼
- KEY SKILL** Manages pelvic and vulval pain ▼
- KEY SKILL** Manages pelvic masses ADD  ▼
- KEY SKILL** Manages the abnormal cervical smear ▼

# Key Skill: Manages abnormal vaginal bleeding

Core curriculum

Pl: Clinical Expert

CiP II: Non-emergency gynaecology and early pregnancy

## Descriptors

- Performs focused history, appropriate examination and orders appropriate investigations.
- Formulates a differential diagnosis.
- Discusses diagnosis in a sensitive manner.
- Formulates an appropriate and individualised management plan taking into account patient preferences and the urgency required.
- Recognises limitations and escalates care to senior colleagues and other specialities when appropriate.
- Performs surgery where appropriate.
- Ensures appropriate follow up.
- Demonstrates awareness of the quality of patient experience.

## Key Skill linked items

Link assessment



Link log entry



ADD



For ARCP  
(Annual review of  
competence  
progression  
=  
end of year  
assessment)

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Each of the 14 CiPs need to be signed off

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TO1s and TO2s

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Relevant OSATS

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Regional training day attendance  
certificates

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Form R, ES end-of year review etc.

# Lets look at the e-portfolio

## Log in

### Welcome to the RCOG Training ePortfolio

For assistance please contact the ePortfolio Helpdesk Assistant on 020 7772 6283 or [ePortfolio@rcog.org.uk](mailto:ePortfolio@rcog.org.uk)

Please note that We are currently receiving a high volume of emails and, therefore, the response time may be longer than usual, due to this high intensity. We will answer your email as soon as possible.

Your [Regional Training ePortfolio champion](#) can provide advice or guidance on the new curriculum and Training ePortfolio, however, please note that, for any technical queries e.g. requests for login details, you must contact the College's ePortfolio helpdesk.

Please note that we are only able to respond to email enquiries relating to the functionality of the Training ePortfolio.

If your enquiry is related to the new curriculum please speak to your Educational Supervisor. You may also find the following resources helpful:

- [Curriculum 2019 website](#)
- [Curriculum 2019 online resource](#)

We thank you for your patience during this period and we apologise for the inconvenience.

Many thanks,

The ePortfolio Team

Log in

Reset your password

Username \*

kalra7738

Enter your RCOG Training username.

Password \*

\*\*\*\*\*

Enter the password that accompanies your username.

Log in

[training.rcog.org.uk](https://training.rcog.org.uk) – follow along on your phones/computers!





# Hello Trainee SL 4

Start here! Personal details, ES details, post details

## Core curriculum progress

See where you have added items to Key Skills:

### Healthcare Professional

CiP 1 Clinical skills and patient care

CiP 2 Working in health organisations

CiP 3 Leadership

CiP 4 Quality Improvement

CiP 5 Human factors

### Researcher, Scholar and Educator

CiP 6 Developing self & others

CiP 7 Innovation and research

CiP 8 Educator

### Clinical Expert

CiP 9 Emergency gynaecology and early pregnancy

CiP 10 Emergency obstetrics

CiP 11 Non-emergency gynaecology and early pregnancy

CiP 12 Non-emergency obstetrics

### Champion for Women's Health

CiP 13 Non-discrimination and inclusion

CiP 14 Health promotion

ADD



## Profile

View

Edit

Additional forms



### Name

Dr Ashwin Kalra - St Richard's Hospital

### Date of birth

Tue, 05/11/1991 - 12:00

### RCOG number

242516

### GMC number

7496969

### National training number

KSS/040/602/C

## Training programme details

### Current post

#### Date

07 Oct 2020 - 05 Oct 2021

#### Grade

ST4

#### Location (hospital)

St Richard's Hospital

#### Trust

Western Sussex Hospitals NHS Foundation Trust

#### Full time months towards CCT

Add your post details and  
educational supervisor

ADD



I encourage you to add your TPD and Head of School as ESs

Makes support a little easier!

RCOG number \*

National training number

Show row weights

**Educational Supervisor**

.+

.+

.+

.+

.+

Search by surname of the user you want to add

Please ensure that you are only adding the trainee's assigned supervisor to this area. All other users in your region, such as Heads of School, Training Programme Directors and College Tutors, should already have their roles correctly configured in order to be able to access the necessary trainees through their ePortfolio. If this is not the case, please contact the College on [ePortfolio@rcog.org.uk](mailto:ePortfolio@rcog.org.uk) so that this can be rectified.

**Add another item**

Posts

Show row weights

	Post title	Current post	Operations
.+	ST2 Royal Sussex County Hospital	Off	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
.+	ST3 Royal Sussex County Hospital	Off	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
.+	ST4 St. Richard's Hospital	Off	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

# Hello Trainee SL 4

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### Champion for Women's Health

CiP 13 Non-discrimination and inclusion

CiP 14 Health promotion



Add evidence using this big "add" button



# Hello Trainee SL 4

## Core curriculum progress

See where you have added items to Key Skills:

### Healthcare Professional

### Researcher, Scholar and Educator

### Clinical Expert

### Champion for Women's Health

CiP 1 Clinical skills and patient care

CiP 6 Developing self & others

CiP 9 Emergency gynaecology and early pregnancy

CiP 13 Non-discrimination and inclusion

CiP 2 Working in health organisations

CiP 7 Innovation and research

CiP 10 Emergency obstetrics

CiP 14 Health promotion

CiP 3 Leadership

CiP 8 Educator

CiP 11 Non-emergency gynaecology and early pregnancy



Request Assessment +

Log procedure +

Add reflective practice +

Add other evidence +

# Request assessment

## Assessment type

Which assessment are you requesting?

Case-based Discussion (CbD)

Mini-CEX

NOTSS

OSATS (formative)

OSATS (summative)

Self TOI

These work pretty well on your phone, and you can save drafts to complete and send later!

# Hello Trainee SL 4

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CiP 12 Non-emergency obstetrics

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CiP 13 Non-discrimination and inclusion

CiP 14 Health promotion

ADD




[Go back](#)

## CiP 10: Emergency obstetrics ⓘ

The doctor is competent in recognising, assessing and managing emergencies in obstetrics.

9 of 9 Skills have items linked

KEY SKILL	Manages pain and bleeding in pregnancy <span>^</span>
<ul style="list-style-type: none"><li>• <a href="#">Case-based Discussion (CbD)</a> , <a href="#">Caesarean hysterectomy, return to theatre, pulmonary embolus, ST3, Consultant, complete</a></li><li>• <a href="#">OSATS (summative), Uterine rupture category I caesarean section, Competent, ST3, Consultant, complete</a></li></ul> <p><a href="#">Link an item to this key skill</a> </p>	
KEY SKILL	Manages concerns about fetal wellbeing <span>v</span>
KEY SKILL	

ADD





# Hello Trainee SL 4

## Core curriculum progress

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CiP 12 Non-emergency obstetrics

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CiP 13 Non-discrimination and inclusion

CiP 14 Health promotion

ADD



## Supporting material

[View procedure log](#) >

[View reflective log](#) >

[View other evidence](#) >

[Personal development plan](#) >

## Supervisor meetings

25 SEP 2020

### End-of-year ES meeting

End of placement meeting

Ms Sonali Kaushik - Royal Sussex County Hospital

07 APR 2020

### April Meeting

Regular meeting

Ms Sonali Kaushik - Royal Sussex County Hospital

27 FEB 2020

### Feb/March ES Meeting

Regular meeting

Ms Sonali Kaushik - Royal Sussex County Hospital

28 OCT 2019

### Induction Meeting

Regular meeting

Ms Sonali Kaushik - Royal Sussex County Hospital

## Outgoing assessment requests

Request to: Miss Joanna Sinclair - Royal Sussex County Hospital  
Grade 3B Perineal tear repair

08 OCT 2020

Expired

Request to: samantha.nair@nhs.net  
Early pregnancy scan: early viable intrauterine pregnancy

24 SEP 2020

Complete

Request to: samantha.nair@nhs.net  
Early pregnancy scan: viable intrauterine pregnancy

24 SEP 2020

Complete

[View all outgoing requests](#) >

## Incoming assessment requests

No incoming requests.

[View all incoming requests](#) >

## Annual Educational Supervisor Report

[Create Annual Educational Supervisor Report](#) >

[View all Annual Educational Supervisor Reports](#) >

Not linked to Key Skill (49)

Linked to Key Skill (28)

Find all assessments you have created and use the filters to refine your search.

Displaying 77 assessments.

You can also send reminders if the request has been incomplete for a while...

Last updated	Assessment type	Name	Category	Year	Status + Actions	Key Skills linked
24/09/2020	OSATS (summative)	<a href="#">Early pregnancy scan: early viable intrauterine pregnancy</a> Dr Ashwin Kalra - St Richard's Hospital Ultrasound diagnosis of normal early pregnancy	GYN	ST3	Complete	0
24/09/2020	OSATS (summative)	<a href="#">Early pregnancy scan: viable intrauterine pregnancy</a> Dr Ashwin Kalra - St Richard's Hospital Transabdominal ultrasound examination of early pregnancy	GYN	ST3	Complete	0
23/09/2020	OSATS (summative)	<a href="#">Early pregnancy scan - confirmation of missed miscarriage</a> Dr Ashwin Kalra - St Richard's Hospital Transabdominal ultrasound examination of early pregnancy	GYN	ST3	Complete	0
09/09/2020	OSATS (summative)	<a href="#">Grade 3B Perineal tear repair</a> Dr Ashwin Kalra - St Richard's Hospital 3rd degree tear perineal repair	OBS	ST3	Expired <a href="#">Cancel</a>	0
10/08/2020	Mini-CEX	<a href="#">Cervical cerclage</a> Dr Ashwin Kalra - St Richard's Hospital	OBS	ST3	Complete	0
29/07/2020	OSATS (summative)	<a href="#">Laparoscopic bilateral salpingo-oophorectomy</a> Dr Ashwin Kalra - St Richard's Hospital Simple operative laparoscopy	GYN	ST3	Complete	0

# HEKSS Portal

- We have a support portal for trainees and trainers to seek information about training!
- It's really helpful, and worth leafing through early in your training

URL: <https://lasepgmdesupport.hee.nhs.uk/support/home>

Search FAQs..

We recommend you use browsers such as Chrome or Firefox to submit application forms and enquiries. Do not use Internet Explorer as we may not receive your ticket. When you submit a query you will receive an e-mail confirmation which includes a full receipt of your application including the documentation that you attached. If you do not receive an e-mail confirmation including the full copy of your application, your application/query has not been received.

From now, all responses from the portal will now appear as LasePGMDEsupport

**Please visit the following webpage for important updates on COVID-19:** <https://www.gmc-uk.org/news/news-archive/coronavirus-information-and-advice/our-guidance-for-doctors>

## Welcome

This support portal is divided into 2 sections:

- FAQs and query submission for trainees, trainers and trusts in the HEE London and KSS regions
- FAQs and query submission for any applicant, panel member or referee relating to recruitment activity supported by the London and KSS Recruitment team

You don't have to sign up to submit an enquiry, but if you do, you can track its progress.

Click one of the links below to continue.

[London / KSS](#)[Recruitment / Inter Deanery Transfer](#)

# Gold mine of information!

[HOME](#) / [LONDON / KSS](#) / [TRAINEE](#) / [GENERIC FAQs](#)

## Generic FAQs

### Additional Training Time (6)

- [I think I need an extension to my training due to educational reasons, what should I do?](#)
- [I am a Less Than Full Time \(LTFT\) trainee, will my extension to training be pro rata?](#)
- [How long can my training be extended for?](#)
- [I have been given an extension to training through an ARCP outcome 3, who do I need to contact to arrange my remedial training placement?](#)
- [I have been awarded an unsatisfactory outcome at my ARCP, how can I appeal this decision?](#)
- [I think I need an extension to my training due to statutory leave from the training programme, how does this happen?](#)

### Annual Review of Competency Progression (ARCP) (19)

- [COVID - 19](#)
- [What is the purpose of an ARCP?](#)
- [How often should I have an ARCP?](#)
- [When is my ARCP?](#)
- [What is an Interim Review?](#)
- [What is a Support Meeting?](#)
- [What does each ARCP Outcome mean?](#)
- [When will I have my Final ARCP Outcome?](#)
- [Is it possible to bring my CCT / CESR\(CP\) Date forward?](#)
- [Why do you need to know my Time out of Training \(TOOT\) days?](#)
- [Can I postpone/reschedule my ARCP?](#)
- [What documentation is required for my ARCP?](#)
- [I am training less than full time \(LTFT\), what are my requirements for ARCP?](#)
- [What is the Form R?](#)
- [Why do I need to complete a Form R?](#)
- [How will I know when my ARCP has taken place?](#)
- [I have been given an outcome 5, what does this mean?](#)
- [Should I have an ARCP before going on parental leave? \(Change in Circs\)](#)

### Certification (8)

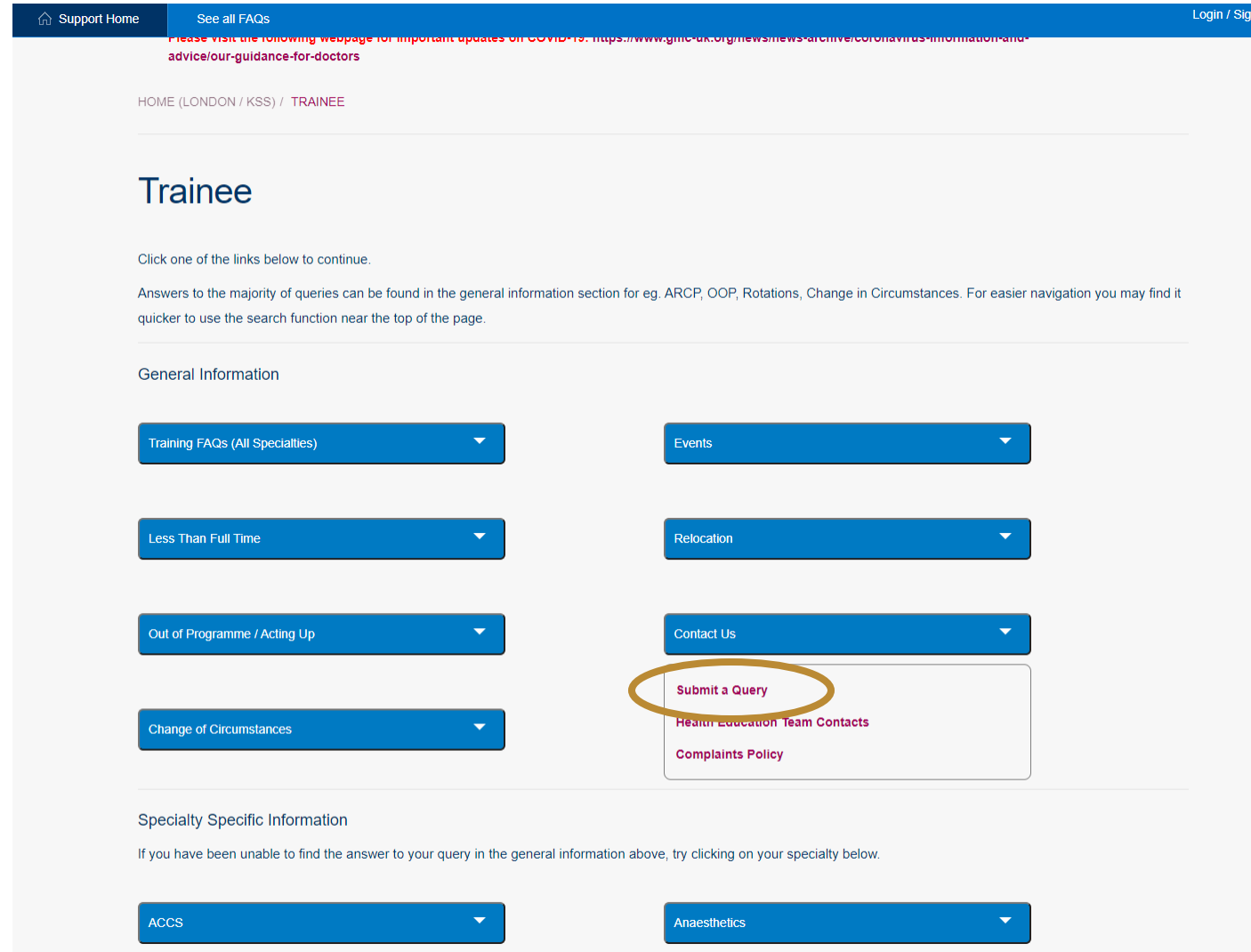
- [When will I have my Final ARCP Outcome?](#)
- [When can I apply for consultant posts?](#)
- [What is the difference between CCT and CESR\(CP\)?](#)
- [How and when can I apply for entry onto the Specialist / GP Register?](#)
- [What are the requirements for Certification?](#)
- [Is it possible to bring my CCT Date/ CESR\(CP\) Date forwards?](#)
- [Can I appeal against a decision not to award a CCT/CESR\(CP\)/CEGPR\(CP\)?](#)
- [Confirmation of UK Training and acquired rights](#)

### Changes in Circumstances (28)

- [I'm going on parental leave, what do I need to do?](#)
- [What are my parental leave entitlements?](#)
- [Where do I need to record my parental leave absence?](#)
- [Will I return to the same placement following my parental leave?](#)
- [My next placement starts prior to commencing maternity leave. Who is responsible for my Occupational Maternity Pay \(OMP\)?](#)
- [If I take parental leave during my period of OOP, do I need to apply for an extension to my OOP? \(OOP\)](#)
- [I have decided not to return to training from my parental leave, who should I inform? \(Resignations\)](#)
- [Should I have an ARCP before going on parental leave? \(ARCP\)](#)
- [Will I have an ARCP whilst on parental leave? \(ARCP\)](#)
- [What happens if I go on statutory leave in my grace period? \(PoG\)](#)
- [How much notice should I give my employer and LaSE Healthcare Education Team of my intention to return to training from parental leave?](#)
- [I would like to return to work Less Than Full Time \(LTFT\) following my parental leave, what do I need to do? \(LTFT\)](#)
- [Can my parental leave count towards my training time?](#)
- [What will my new CCT/CESR\(CP\) / Completion of Training Date be following my parental leave?](#)
- [What happens to my post when I go on parental leave?](#)
- [I will be taking adoption leave, who do I need to inform?](#)
- [Will I be required to engage in a 'return to work' package when I come back from parental leave?](#)
- [I will be on parental leave at the start of my training programme, what should I do?](#)
- [I am in my last year of Core training and due to go on maternity leave before I complete the programme, can I still apply for specialty training posts?](#)
- [Who do I need to inform about my sick leave?](#)

» [See more FAQs](#)

# If you can't find the answer, submit a query



The screenshot shows a website interface for 'Trainee' information. At the top, there is a navigation bar with 'Support Home' and 'See all FAQs' on the left, and 'Login / Sign Up' on the right. Below the navigation bar, there is a red text warning: 'Please visit the following webpage for important updates on COVID-19: https://www.gmc-uk.org/news/news-archive/coronavirus-information-and-advice/our-guidance-for-doctors'. The main heading is 'Trainee', followed by a breadcrumb trail: 'HOME (LONDON / KSS) / TRAINEE'. A sub-heading 'Trainee' is followed by the instruction: 'Click one of the links below to continue.' Below this, a paragraph states: 'Answers to the majority of queries can be found in the general information section for eg. ARCP, OOP, Rotations, Change in Circumstances. For easier navigation you may find it quicker to use the search function near the top of the page.' The 'General Information' section contains several blue buttons with dropdown arrows: 'Training FAQs (All Specialties)', 'Events', 'Less Than Full Time', 'Relocation', 'Out of Programme / Acting Up', 'Contact Us', and 'Change of Circumstances'. A white box contains three links: 'Submit a Query' (circled in orange), 'Health Education Team Contacts', and 'Complaints Policy'. The 'Specialty Specific Information' section includes the instruction: 'If you have been unable to find the answer to your query in the general information above, try clicking on your specialty below.' and two blue buttons: 'ACCS' and 'Anaesthetics'.

Support Home See all FAQs Login / Sign Up

Please visit the following webpage for important updates on COVID-19: <https://www.gmc-uk.org/news/news-archive/coronavirus-information-and-advice/our-guidance-for-doctors>

HOME (LONDON / KSS) / TRAINEE

## Trainee

Click one of the links below to continue.

Answers to the majority of queries can be found in the general information section for eg. ARCP, OOP, Rotations, Change in Circumstances. For easier navigation you may find it quicker to use the search function near the top of the page.

### General Information

Training FAQs (All Specialties) Events

Less Than Full Time Relocation

Out of Programme / Acting Up Contact Us

Change of Circumstances

Submit a Query  
Health Education Team Contacts  
Complaints Policy

### Specialty Specific Information

If you have been unable to find the answer to your query in the general information above, try clicking on your specialty below.

ACCS Anaesthetics

# The joys of the portal:

There are >10,000 trainees who use the same admin structure

- The portal helps HEE streamline and categorise responses

It's how you interact with your training programme:

- ARCP
- Out of programme
- Less than full time
- Parental leave
- Interdeanery transfers



# Take home points:



Get collecting evidence early  
and link items to the  
curriculum



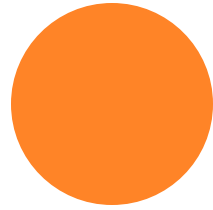
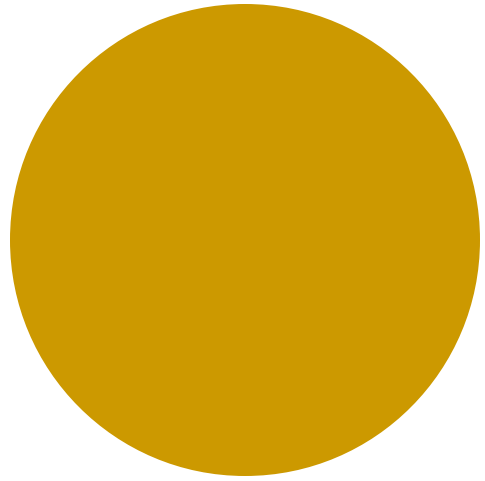
Use ES meetings to your  
advantage – arrange learning  
opportunities



Use the e-portfolio for mobile  
devices!



The portal has LOADS of  
information – have a look  
early!



# E-portfolio

Please email me on  
[Ashwini.Maudhoo@nhs.net](mailto:Ashwini.Maudhoo@nhs.net) if I can help!