

Enhance Sign Off- A Guide for Learners

This document gives a brief introduction to the programme, along with a step-by-step guide to the sign off process for those who are undertaking the enhance enable course. This guide is also available as a video on the KSS enhance website.

What is enhance enable?

Enhance enable is a self-directed programme from Health Education England which is designed to improve non clinical generalist skills in English healthcare professionals.

Enhance enable is open to all doctors and allied healthcare professionals at any point in their training. However, the work lends itself particularly well to foundation doctors and is mapped to their curriculum. This document therefore focuses on this group.

How does enhance enable work?

Enhance enable is divided into six domains. These cover different elements of generalism that are important to modern medical practice. The programme is deliberately broad and can be completed using a variety of learning resources.

The programme has six modules: introduction, person centred practice, complex multimorbidity, population health, 3-in-1 (systems working, social justice and health equity, environmental sustainability) and contextual leadership. Each has a workbook that outlines the learning objectives for the module, and explains the evidence needed for completion.

The national enhance team recommend completing the first three modules in FY1 and the second three modules in FY2. However, the programme is flexible, and trainees can work through the modules in any order they like. Some may pick and choose which modules they complete, and there is no requirement to finish all six.

If you would like further information about the programme itself, please visit the KSS enhance website.

What work do I need to do?

Each enhance module should take a minimum of six hours to complete. Enhance is a deliberately broad programme, which allows you to pick your own path through the work. You can use a variety of learning methods to complete each module, including;

- Relevant core foundation teaching
- Non-core teaching, such as eLearning or online lectures
- Reflection on clinical events
- Shadowing other health- or social care professionals
- Engaging with patient lived experience through speaking to NHS service users or by using content created by patients
- Using the arts to understand relevant issues. You can read novels, memoirs or poetry, listen to music, or view artworks that touch upon the themes covered in the module. Some foundation doctors have also created their own work

Regardless of the work you choose to do for each module, you should complete at least one of the following for each module:

- One case-based discussion with an explicit focus on an element of the module
- Reflection on a clinical experience
- Engage with lived experience of a patient
- Shadow or work alongside a member of the MDT
- Take part in a QI project which is relevant to the module

What evidence do I need for sign off?

Three forms are required to be signed off for completing an enhance module. These should be repeated for any subsequent module. The specific forms for each module, along with an example of how each should be filed in can be found on the KSS website. We have outlined more information about each form on the next page.

enhance Foundation person-centred practice module: self-assessment matrix

Person-centred practice module self-assessment (RAG) matrix				
The use of the Red/Amber/Green (RAG) rating tool before and after structured learning is an exercise in helping learners reflect on their learning so far – and points to focus on in more detail in their onward training. Check self-rating here >>	Competent in this area	Working towards competence	Not competent	No opportunity to develop in this area
		x	x	x
I understand the skills and attributes needed to support patients with person-centred practice				
I can interact with patients and carers to recognise their own strengths and resources to live independent and fulfilling lives				
I have a range of communication strategies to enable people to make meaningful decisions about their health and wellbeing				
I treat each person compassionately with dignity and respect				
I can talk to a dying patient and their family about their care decisions				
I can take informed consent and discuss risk				
I can identify patients where they may not have capacity to make informed consent and know the resources to support them				

1. Self assessment matrix

What is it?

This is a RAG rating tool that allows trainees assess their knowledge before and after completing the module.

Requirement per module

Trainees must upload two forms; one rating their pre module knowledge, and one their post module knowledge.

Reflection

What was interesting or notable about this experience? What did I gain from it? What were the challenges?

My work completing workbook 2 has led me to approach each patient interaction with the ECC framework fully in mind.
Of note I found the work on the **clearing** modules useful in framing this work on different examples.
I have found the way I interact and engage with patients is changing and improving constantly.
I found the core teaching with PALS particularly helpful but **was a** **challenging** to engage with

What did you learn about yourself and your abilities? How does this relate to your clinical practice and/or the delivery of patient care in your clinical area?

I am pleased that I have found I am **empathetic** listener which allows me to allow patients to express their point of view with clarity.
I **feel** that my **own self-expression need work**.

2. Reflection on enhance activities and learning (REAL) form

What is it?

This form allows trainees to reflect on their experience of the module overall. It asks them to think about what they have learnt, any interesting experiences they have had, how this is relevant to their clinical work and what they need to do to build their skills further. They should use the usual portfolio reflection forms to reflect on specific experiences.

Requirement per module

One REAL form per module

enhance Foundation complex multimorbidity module: evidencing engagement

Core content	Modality	Date Completed
Enhance module complex multi-morbidity	Live or asynchronous	01.02.24
Self-assessment matrix pre-module		12.12.23
Self-awareness	Implicit association test	19.12.23
Core learning	Description	Date Completed
Frailty	Local foundation teaching asynchronous content	10.12.23 – Local foundation teaching "MOP" see REAL form
Long-term conditions	Local foundation teaching asynchronous content	06.01.24 – Local foundation teaching, "Heart failure management"
Safe prescribing and polypharmacy	Local foundation teaching asynchronous content	12.01.24 – clearing from learning Hub , see clearing log entry 12.01.24
Multi-professional working	Local experience	Reflection on Stroke MDT 16.12.23
Listening to the patient voice	VR, asynchronous content	26.01.23 – VR module from Enhance workbook see clearing log entry
Additional learning	Description	Date Completed

3. Evidencing engagement form

What is it?

This form is where the trainees are expected to outline the work that they have done for the module, including the modality they used and the date the work was completed.

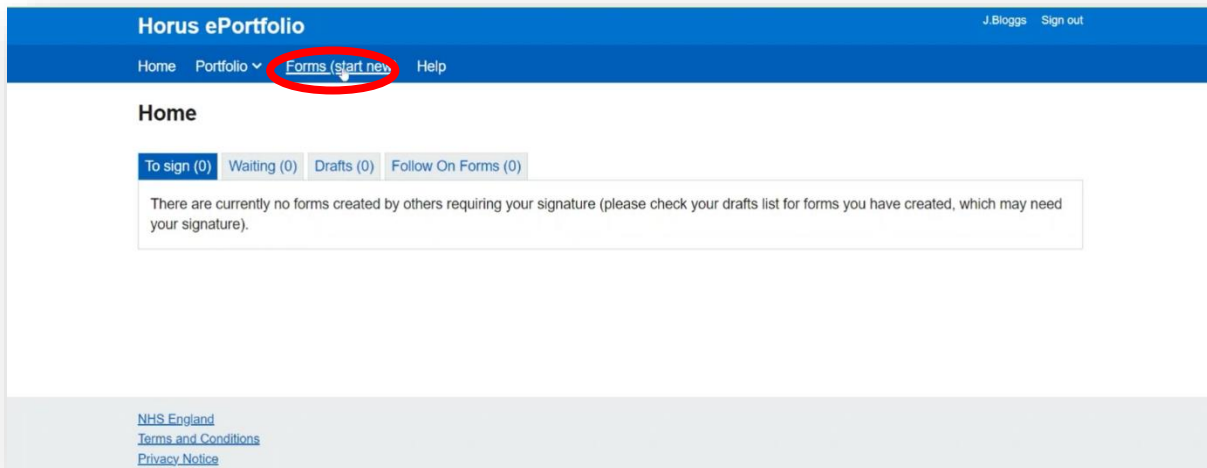
Requirement per module

One evidencing engagement form per module.

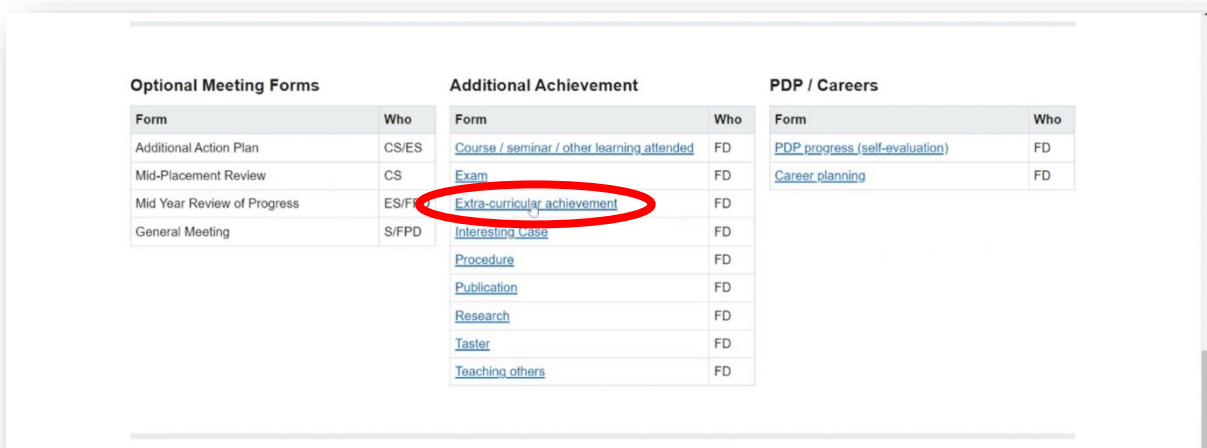
How do I upload evidence?

You should upload your evidence prior to sign off. We have outlined this process below.

1. Click 'Forms (start new)'



2. Scroll to the bottom of the page and select 'extra-curricular achievement' in the 'Additional Achievement' column



3. Select the job the trainee is currently on

Horus ePortfolio J.Bloggs Sign out

Home Portfolio Forms (start new) Help

Create new Extra-curricular achievement

Please choose a placement for your Extra-curricular achievement.

Acute Internal Medicine (02-Aug-2023-05-Dec-2023)	Create
General surgery (06-Dec-2023-02-Apr-2024)	Create

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4. On this page you should put the title of the module you have completed, along with the date you are uploading the forms. You can put a short description here of what you are uploading. It does not need to be detailed.

Training period from: 06-Dec-2023 Training period to: 02-Apr-2024

Local Education Provider: Central Manchester University Hospitals NHS Foundation Trust Specialty: General surgery

Title *
Enhance module 2

Date *
28-Feb-2024

Details
Evidencing engagement and self-assessment matrices for person centred practice

[Add / remove uploaded evidence](#)

Save (and review before submission) Save (and leave as draft)

5. After you have done this, click the 'Add / remove uploaded evidence' link and add each piece of evidence in turn. Multiple documents can be uploaded to one extra-curricular achievement

Training period from: 06-Dec-2023 Training period to: 02-Apr-2024

Local Education Provider: Central Manchester University Hospitals NHS Foundation Trust Specialty: General surgery

Title *
Enhance module 2

Date *
28-Feb-2024

Details
Evidencing engagement and self-assessment matrices for person centred practice

[Add / remove uploaded evidence](#)

Save (and review before submission) Save (and leave as draft)

6. Once this evidence has been successfully uploaded, the page will look like this

The screenshot shows a form for uploading evidence. At the top, there is a text input field containing "Enhance module 2". Below it is a date input field with "28-Feb-2024". A "Details" section contains a text area with the text "Evidencing engagement and self-assessment matrices for person centred practice". Underneath is a section titled "Uploaded evidence" which contains a list of uploaded files: "Title: PCP self assessment and EE" with links to "self_assessment_2.docx" and "evidencing_engagement_2.docx". There is an "Edit section" button to the right of the title. Below the list is a "Description:" field with the text "pre/post assessment matrices and evidencing engagement forms". At the bottom right of the form, there are two links: "Add new section" and "back to top".

7. Once the documents are successfully uploaded, scroll to the top of the page and click 'mark as complete'

The screenshot shows the Horus ePortfolio interface. At the top, there is a navigation bar with "Home", "Portfolio", "Forms (start new)", and "Help". Below the navigation bar is a green notification banner that says "Your new uploaded evidence section has been added." Below this is a section titled "Extra-curricular achievement (F1)" with a "Close" button. The section contains the following information: "Name of Foundation Doctor: Joseph Bloggs", "GMC Number: 5566778", "Training period from: 06-Dec-2023", "Training period to: 02-Apr-2024", "Local Education Provider: Central Manchester University Hospitals NHS Foundation Trust", "Specialty: General surgery", and "Date last updated: 28-Feb-2024". Below the information is a purple banner with a warning icon and the text: "This form is currently in 'draft' status and it is only visible to you. Once you click 'Mark as complete' this form will no longer be editable and will be visible to all those with access to the foundation doctor's ePortfolio." A "Mark as complete" button is highlighted with a red circle. There is also a link "Make further changes" below the banner.

8. To link curriculum items to this evidence click 'portfolio' at the top of the page and select 'contents'

The screenshot shows the Horus ePortfolio interface. At the top, there is a navigation bar with "Home", "Portfolio", "Forms (start new)", and "Help". Below the navigation bar is a "Portfolio main menu" section with a "close" button. The menu is divided into two columns: "Portfolio main menu:" and "Sub-sections:". The "Portfolio main menu:" column contains "Overview", "Contents" (highlighted with a red circle), "Curriculum", and "Download portfolio". The "Sub-sections:" column contains "PDP", "Reflection", "TAB", "Career Planning", "elfh", "Concerns", and "Personal learning log". Below the menu is a section with the following information: "Central Manchester University Hospitals NHS Foundation Trust", "General surgery", "Date last updated: 28-Feb-2024", and a link "map to curriculum". At the bottom, there is a "Title *" input field.

9. Scroll to the bottom of this new page to find your extra-curricular items. Select 'map to curriculum' under the relevant activity

Placement: General surgery: 06-Dec-2023 - 02-Apr-2024 [Central Manchester University Hospitals NHS Foundation Trust]

Activity	Date	Action
Learning encounter and reflection note Enhance Introductory Module Competion A.Great (Consultant/Senior GP/Senior SAS doctor)	11-Feb-2024	map to curriculum
Extra-curricular achievement Something	11-Feb-2024	map to curriculum
Extra-curricular achievement Enhance module 2	28-Feb-2024	map to curriculum
Extra-curricular achievement Enhance module 2	28-Feb-2024	map to curriculum

Form types

- [Additional achievement](#)
- Extra-curricular achievement (3)
- [Mandatory certificate](#)
- Mandatory Certificate (1)
- [Supervised Learning Event](#)
- LEARN (1)
- Mini-CEX (1)

[Clear all](#)

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10. This will bring up a list of HLOs which you can select as required

Evidence Mapping: Extra-curricular achievement 28-Feb-2024 [help](#) [close](#)

HLO 1. [An accountable, capable and compassionate doctor](#)

- [Clinical assessment: assess patient needs in a variety of clinical settings including acute, non-acute and community.](#)
- [Clinical prioritisation: recognise and, where appropriate, initiate urgent treatment of deterioration in physical and mental health.](#)
- [Holistic planning: diagnose and formulate treatment plans \(with appropriate supervision\) that include ethical consideration of the physical, psychological and social needs of the patient.](#)
- [Communication and care: provide clear explanations to patients/carers, agree a plan and deliver healthcare advice and treatment where appropriate.](#)
- [Continuity of care: contribute to safe ongoing care both in and out of hours.](#)

HLO 2. [A valuable member of the healthcare workforce](#)

HLO 3. [A professional responsible for their own practice and portfolio development](#)

Form types

- [Additional achievement](#)
- Extra-curricular achievement (3)
- [Mandatory certificate](#)
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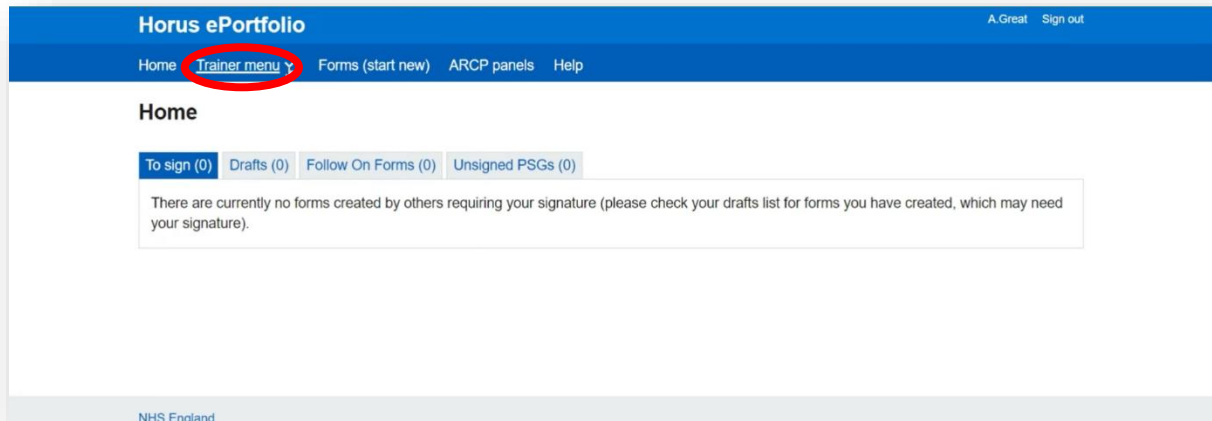
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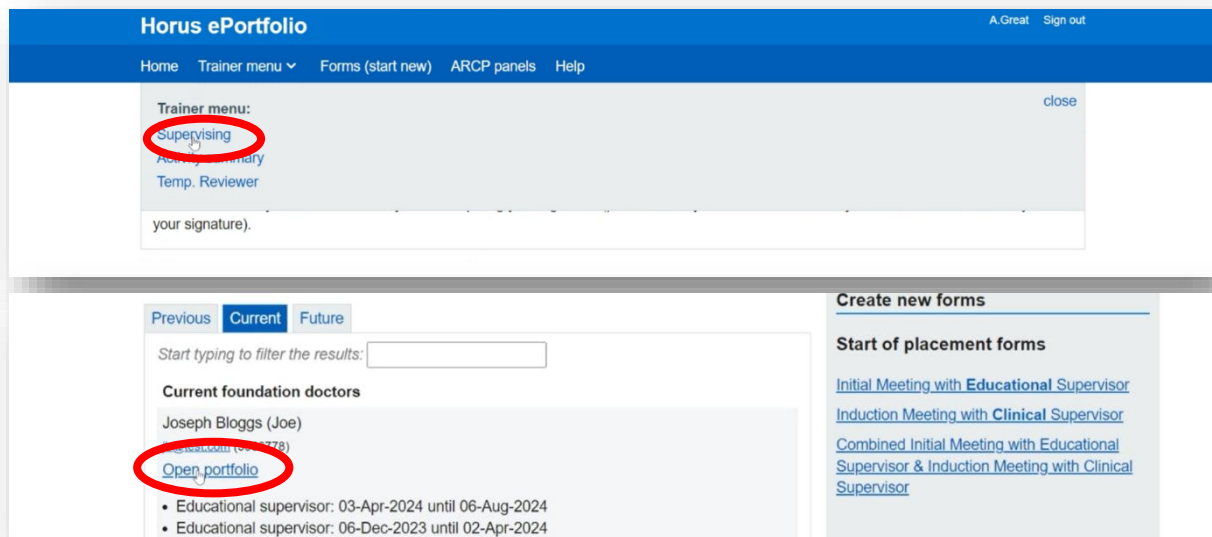
How does my supervisor view evidence?

Once you have uploaded your evidence and linked it to the relevant HLOs, it can be viewed by following the steps below.

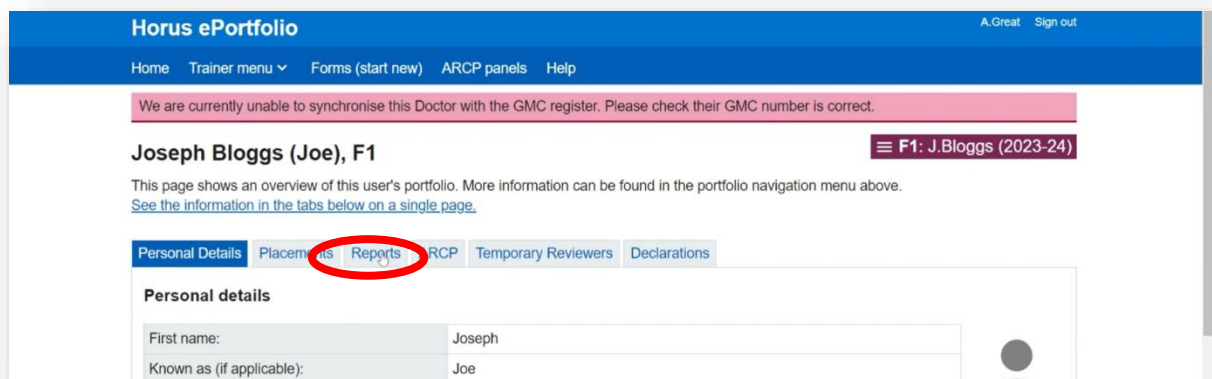
1. When logged into the ePortfolio, select 'trainer menu'



2. Click 'supervising' and then click 'open portfolio' for the relevant trainee



3. Click 'reports'



4. Select 'view curriculum mapping'

The screenshot shows the Horus ePortfolio interface for user Joseph Bloggs (Joe), F1. The 'Reports' tab is selected, and the 'Curriculum' section is visible. Under 'FPCs with evidence mapped: 4 / 13', the link 'View curriculum mappings' is circled in red. Below this, there is a description of the foundation doctor's role and a link to 'View summary narratives'.

5. Scroll down and select the relevant 'non curriculum item'

The screenshot shows the 'Mapped Evidence' section for the 'Clinical assessment' module. Under 'Mapped Evidence [4 items]', the link 'Extra-curricular achievement 28-Feb-2024 (Mapped 28-Feb-2024)' is circled in red. Below this, there is a section for 'Clinical prioritisation' with its own 'Mapped Evidence [3 items]'.

6. This will take you through to the evidence which you can click on and view

The screenshot shows the details of the evidence. The 'Date' is 28-Feb-2024. The 'Details' section contains the text 'Evidencing engagement and self-assessment matrices for person centred practice'. Under 'Uploaded evidence', the link 'self assessment 2.docx' is circled in red.

What do I need to do to actually get signed off?

Once everything is uploaded, your supervisor can review the evidence at your next mid placement or end of placement review. They can then use the usual forms they would for this meeting to mention they have reviewed the evidence and are happy with it.

You do not need to organise a specific meeting for sign off. You also do not need a meeting for each module; several can be signed off at once.

How do I get a certificate?

Trainees are eligible for a certificate for each module they complete, along with a programme certificate if you finish all six.

Once your supervisor has reviewed your uploaded evidence and signed off a module, you need to contact your local foundation programme coordinator for a certificate. You need to provide a copy of your evidence to them, either by tagging them in the relevant section of the ePortfolio or by emailing the evidence directly.

Evidence will be randomly sampled by HEE KSS for benchmarking purposes.

What should I do if I have any issues?

The KSS enhance website and the national enhance website both have a variety of resources that may answer any questions you have. If you still need assistance, you should contact your Trusts foundation programme director. They may need to contact the KSS enhance team directly if your issue can still not be dealt with.

enhance