

**ROYAL
PHARMACEUTICAL
SOCIETY**

E-Portfolio User Guide

**For NHS 111
Transition
Programme
(Wales)
Learners**



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1 Introduction

The Royal Pharmaceutical Society (RPS) have developed an E-portfolio for NHS 111 learners to record their learning and development. Our life-long learning portfolio allows you to collate and record evidence of practice throughout your whole career.

The E-portfolio has been designed to be flexible, to enable self-directed work or instruction via your training provider. It contains forms and templates to enable you to fulfil the requirements of your training. We will continue to update and enhance the E-portfolio to ensure that it continues to be a user-friendly, intuitive, and functional platform. Learning and development tools will also be reviewed regularly to ensure that they reflect current practice.

The following is a technical user guide that outlines the main functions of the portfolio for learners. Users are also advised to refer to guidance from your employer and/or training provider.


We are keen to have your feedback on the E-portfolio. If you have any comments or suggestions for improvement, please contact the RPS directly. Contact details are provided at the end of this user guide.

2 Using the E-Portfolio

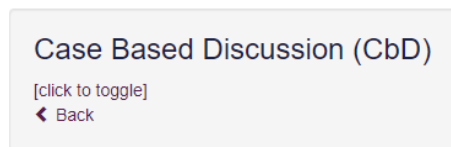
This section contains general information on the technical functionality of the E-portfolio.

2.1 Help and Additional Information

We have included additional help information throughout the E-portfolio to explain what you need to do.

You will notice an option to “**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.



Case Based Discussion (CbD)

[\[click to toggle\]](#)

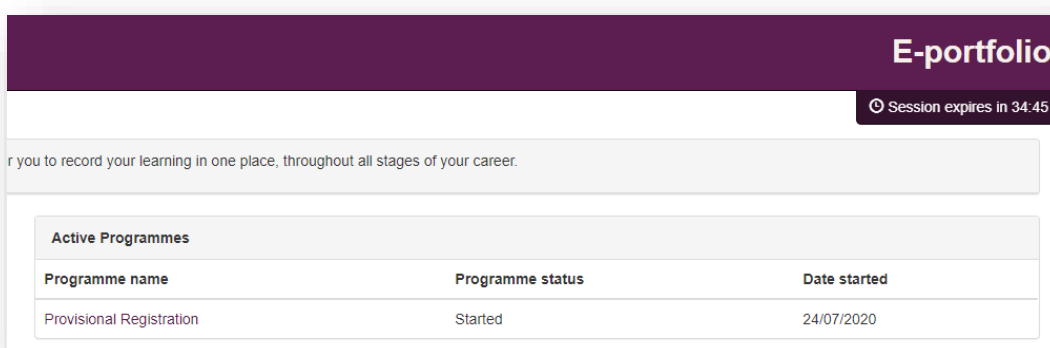
Instructions

- Score the pharmacist on the scale provided.
- Scoring should reflect the expected entry-level of performance for an entry level NHS111 pharmacist.
- 'Not applicable' means that the pharmacist did not cover the identified area as it was not within the context of the procedure or case
- 'Below expected level of performance means that either the pharmacist did not cover the identified area to a competent level or it was not demonstrated at all, and should have been.

2.2 Session Timer

You will notice a timer in the top right-hand corner of your screen. This is a countdown of inactivity. If you are inactive for a period of 35 minutes, you will automatically be logged out of your portfolio.

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.



E-portfolio

Session expires in 34:45

...r you to record your learning in one place, throughout all stages of your career.

Active Programmes		
Programme name	Programme status	Date started
Provisional Registration	Started	24/07/2020

3 Getting Started

When you first access the E-portfolio, you will need to select a programme.


3.1 Selecting your Programme

Select your programme.

Pathways

Provisional Registration

A programme for provisionally registered pharmacists to record learning and development aligned to the foundation pharmacist curriculum outcomes, and demonstrate the General Pharmaceutical Council's provisional registration requirements. It can also be used to collate evidence for interim foundation training programmes and clinical diplomas.



See the new improvements for the Provisional Registration ePortfolio video [here](#)

The June - July 2021 Peer Assessment is now open - all learners must submit their case reviews by 21st of June. For further information, please see our help guide [here](#)

Open Active Programme
Status: Started
Date Started: 24/07/2020

NHS111 Transition Programme




We've partnered with the NHS 111 service in Wales to support every pharmacist joining them. The **NHS 111 transition programme** consists of structured workplace-based learning, support and feedback, enabling you to become confident and competent practitioners in this practice area. This programme is for pharmacists who have been qualified for more than two years and are employed by NHS 111 Wales.

Request Approval

You will need to “**request approval**” to start the programme before being allowed to enter the E-portfolio.

NHS111 Transition Programme



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Open Active Programme (Unavailable)
Status: Transition Requested
Date Requested: 15/06/2021

After requesting approval and getting this accepted you can open your active programme, you will see the below home page. Here you can access all the sections relevant to your programme and add records to them. You will also have access to a menu, on the left-hand side, by clicking “**NHS111 Transition Programme**”.

Home | Toggle menu | Session expires in 34:54

Logged in as Casey Becker (Learner)

NHS111 Transition Programme

We've partnered with the NHS 111 service in Wales to support every pharmacist joining them. The NHS 111 transition programme consists of structured workplace-based learning, support and feedback, enabling you to become confident and competent practitioners in this practice area. This programme is for pharmacists who have been qualified for more than two years and are employed by NHS 111 Wales.

CPD	
Planned CPD	4 of 4
Unplanned CPD	3 of 4

Supervised Learning Events	
Telephone Consultation Review	1 of 1
Case-Based Discussion (CbD)	0 of 1
Reflective Summary	0 of 1

Other Records	
My Actions	0
Learning Needs	1 of 2
Meeting Record	1 of 2
Multi-Source Feedback (MSF)	0
Peer Discussion Form	1 of 1
Reflective Account (RA)	0 of 1
Months into programme	2

3.2 Tutors

You will be assigned a Tutor by the administration team. This is required before you can start using your E-portfolio. Your tutor will be listed under the 'Portfolio Collaborators' section on the left-hand side menu (see diagram below).

3.3 Portfolio Collaborators

Some of the tools and records in the E-portfolio require input from other colleagues (collaborators). 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 details and content of your portfolio. See the table in section 3.4 for further details of what different collaborators have access to.

Collaborators are your senior pharmacist, educational supervisors, employers or colleagues you want to give access to view your portfolio and contribute to it. You can add (and remove) a collaborator at any point.

Please note that once invited and accepted, a collaborator will be able to view all contents of your E-portfolio.

To invite a collaborator to view and add to your portfolio select the “**Portfolio Collaborators**” navigation item in the sidebar menu.

NHS111 Transition Programme

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Your Tutor

Below is a list of tutors who have been assigned to you by an administrator.

You have no active tutors.

Your Portfolio Collaborators

You can give permissions your colleagues to access your portfolio by sending them an email invitation. Once they have access, they will be able to view all records created in your portfolio and edit relevant sections.

You have no active portfolio collaborators.

[Invite Portfolio Collaborator](#)

This will take you to a page which will display all your currently invited collaborators. Select the “**Invite Portfolio Collaborator**” button to start the invitation process.

Invite a Portfolio Collaborator

Portfolio Collaborator Role

Portfolio Collaborator Email Address

This will open a pop-up window for you to insert the details of your collaborator, you will need to choose their role type from the dropdown menu (appointed tutor or employer) and a corresponding email address.

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 collaborator by selecting the cross (x) icon; or you can re-send the invitation if your collaborator cannot find it.

Your Tutor

Below is a list of tutors who have been assigned to you by an administrator.

Email Address	Date Invited
chris@rowley.eu	26/08/2021

Ticketing

Below is a list of all your existing tickets.

Date Invited	Collaborator	Form	Title	Status
27/08/2021	qwewq@hotmail.com	Case Based Discussion (CbD)	wqewq	Sent

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.

3.4 User Roles

The E-portfolio contains tools and templates to support professional development. The table below outlines the different tools and who have access to each tool. You can find further details about the different tools and roles in the glossary at the end of this document.

	Tool	Learner	Appointed tutor	Employer
	End of Training assessment	✓	✓	✓
CPD	Planned CPD	✓	✓	✓
	Unplanned CPD	✓	✓	✓
	Framework summary	✓	✓	✓
	File upload	✓	✓	✓
	Learning Needs Analysis	✓	✓	✓
	Meeting Records	✓	✓	✓
	Multi-source feedback	✓	✓	✓
	Peer discussion form	✓	✓	✓
	Reflective account	✓	✓	✓
Supervised Learning Events	Telephone consultation review	✓	✓	✓
	Case-based Discussion (CbD)	✓	✓	✓
	Reflective Summary	✓	✓	✓
	Portfolio collaborators	✓	✓	✓

4 Identifying your Development Needs

We have incorporated several tools to help you identify your strengths and areas for development.

4.1 Learning Needs

The learning needs analysis (LNA) enables you to assess your practice against the Knowledge and capability guide. You are recommended to complete a learning needs analysis every 6-12 months or when your practice changes significantly, such as a change in rotation, role or 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 more frequently.

4.1.1 Completing a learning needs analysis

To complete a learning needs analysis, select the “**Learning Needs Analysis**” option from the left-hand navigation menu or the “**Other Records**” on the main home page dashboard.

The screenshot shows the NHS111 Transition Programme dashboard. The user is logged in as Casey Becker (Learner). The dashboard is divided into three main sections: CPD, Supervised Learning Events, and Other Records. The CPD section shows 4 of 4 Planned CPD and 3 of 4 Unplanned CPD. The Supervised Learning Events section shows 1 of 1 Telephone Consultation Review, 0 of 1 Case-Based Discussion (CbD), and 0 of 1 Reflective Summary. The Other Records section shows a list of actions including My Actions, Learning Needs, Meeting Record, Multi-Source Feedback (MSF), Peer Discussion Form, Reflective Account (RA), and Months into programme.

Select “**Start New**” to open a new learning need.

Learning Needs Analysis (LNA)

Add New		
Title	Date Created	Actions

Learning Needs

Learning Needs
[\[click to toggle\]](#)

1. Communication	Learner rating	Priority
Demonstrates knowledge and understanding of, and an ability to demonstrate effective communication and consultation skills when using the telephone. Including a. Introduction b. Data Collection & Problem Identification. c. Actions & Solutions. d. Closure	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low	<input checked="" type="radio"/> High <input type="radio"/> Low
2. Documentation	Learner rating	Priority
Documents information clearly and legibly, following correct procedures and processes including action taken, rationale for prescribing and correct documentation of information given to the patient and any management plan.	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low	<input checked="" type="radio"/> High <input type="radio"/> Low
3. Professionalism	Learner rating	Priority

Work through the sections and assess yourself against all the learning outcomes.

You will need to indicate:

- **Learner rating:** Your current ability in demonstrating the outcome
- **Priority:** Shows the relevance of that outcome to your current practice


The ratings are **High**, **Medium** or **Low**.

Learning Needs

Learning Needs
[\[click to toggle\]](#)

1. Communication	Learner rating	Priority
Demonstrates knowledge and understanding of, and an ability to demonstrate effective communication and consultation skills when using the telephone. Including a. Introduction b. Data Collection & Problem Identification. c. Actions & Solutions. d. Closure	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low	<input checked="" type="radio"/> High <input type="radio"/> Low
2. Documentation	Learner rating	Priority
Documents information clearly and legibly, following correct procedures and processes including action taken, rationale for prescribing and correct documentation of information given to the patient and any management plan.	<input checked="" type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low	<input checked="" type="radio"/> High <input type="radio"/> Low
3. Professionalism	Learner rating	Priority
Demonstrates professionalism, dignity and empathy to patients and other HCPs in NHS111/out of hours environment in line with professional standards.	<input type="radio"/> High <input type="radio"/> Medium <input checked="" type="radio"/> Low	<input checked="" type="radio"/> High <input type="radio"/> Low

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

Outcomes that require further development are highlighted by an **action** icon . Full details of all icons can be found in the table under 'Click to Toggle'.

Learning Needs
[\[click to toggle\]](#)

A tool to enable you to assess your knowledge and skill in accordance with the foundation curriculum. Use it to identify strengths, weaknesses and your development needs. (Once you have completed your ability and role relevance scoring, try to limit your learning tasks to the 6-10 highest priority actions.)

Current Ability:

High I have evidence to show I have the knowledge, skill or experience needed to consistently demonstrate this outcome. I will not include this in my current action planning as I already demonstrate it.






Medium I have this knowledge, skill, or experience but I haven't had the opportunity to demonstrate this outcome yet. I will include this in my action planning, and I know I will be able to demonstrate it.

Low I don't have the knowledge, skill, or experience to demonstrate this outcome yet. I will include this in my action planning, but I may need help to identify how I will demonstrate it.

Relevance:

High This is extremely relevant to my role.

Low This is somewhat relevant to my role.

Icon	Description	Action (when icon is clicked)
	Low ability - High relevance rating (Priority 1 action)	Create task
	Medium ability - High relevance rating (Priority 2 action)	Create task
	Low ability - High relevance rating (Priority 1 task)	View and edit task
	Medium ability - High relevance rating (Priority 2 task)	View and edit task
	Task completed	View task

4.1.2 Creating and managing tasks

Clicking on the action icon will enable you to create a task. You should create an action and decide the deadline by when it will be achieved. The evaluation field is to be filled in once you have carried out the action.

Learning Needs Action X

Task Priority: 1

What am I going to do?

How will I know when it is done?

When do I need to get it finished by?

Save Task

Your tasks are saved under the **My Actions** area.

My Actions

Here are all the Actions raised throughout your ePortfolio

Show entries Search:

Date	Evidence Title	Evidence Type	Action	Completed	Completed Date
10/06/2021	Case-Based Discussion (CbD)	SLE		Mark as Complete	
10/06/2021	Learning Needs Action	Learning Needs	lorum ipsum	<input checked="" type="checkbox"/>	10/06/2021

Showing 1 to 2 of 2 entries Previous Next

Ensure you mark the task as complete in the **My Action** area. Find the task on your list and click on **“Mark as Complete”**. Enter the **completion date** and select **“Mark as Completed”**.

Mark Action as Completed

Action Details

Evidence Type Learning Needs
Title Learning Needs Action
Date 24/06/2021
Action lorum ipsum

Date Completed

Completed tasks are displayed that the bottom of the action plan list.

My Actions



Here are all the Actions raised throughout your ePortfolio

Show entries Search:

Date	Evidence Title	Evidence Type	Action	Completed	Completed Date
10/06/2021	Case-Based Discussion (CbD)	SLE		Mark as Complete	
10/06/2021	Learning Needs Action	Learning Needs	lorum ipsum	<input checked="" type="checkbox"/>	10/06/2021
24/06/2021	Learning Needs Action	Learning Needs	lorum ipsum	<input checked="" type="checkbox"/>	15/06/2021










Showing 1 to 3 of 3 entries Previous Next

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


1. Communication	Learner rating	Priority
Demonstrates knowledge and understanding of, and an ability to demonstrate effective communication and consultation skills when using the telephone. Including a. Introduction b. Data Collection & Problem Identification. c. Actions & Solutions. d. Closure	High	High
	Medium	Low
	Low	
		
2. Documentation	Learner rating	Priority
Documents information clearly and legibly, following correct procedures and processes including action taken, rationale for prescribing and correct documentation of information given to the patient and any management plan.	High	High
	Medium	Low
	Low	
		

4.1.3 Learning needs icons

The table below summarises the icons that you might see in the learning needs 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 relevance rating (Priority 1 action)	Create task
	Medium ability – High relevance rating (Priority 2 action)	Create task
	Low ability – Medium relevance rating (Priority 3 action)	Create task
	Medium ability – Medium relevance rating (Priority 4 action)	Create task
	Low ability – High relevance rating (Priority 1 task)	View and edit task
	Medium ability – High relevance rating (Priority 2 task)	View and edit task
	Low ability – Medium relevance rating (Priority 3 task)	View and edit task
	Medium ability – Medium relevance rating (Priority 4 task)	View and edit task
	Task completed	View task

You will see a summary of all tasks for each domain at the top of each section.

The tasks' icons () indicate how many tasks are in progress and/or have been completed.

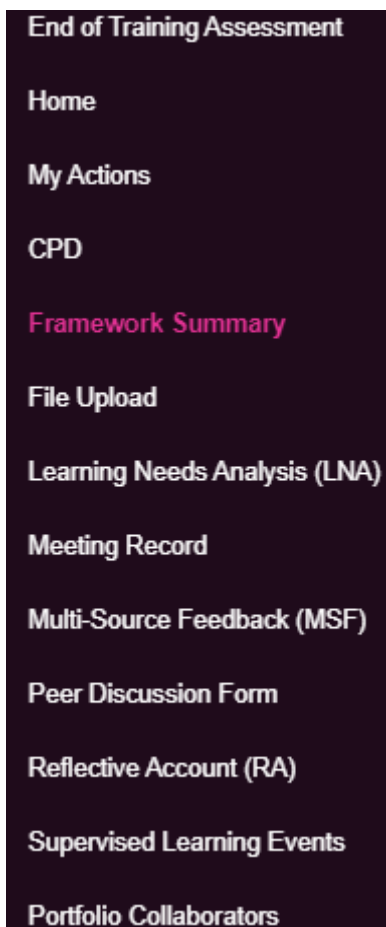
5 Recording and planning your development

The E-portfolio contains several tools that you can use to support your development. These can be used as required to facilitate and structure learning.

5.1 Meeting Record

This is an area where you can record details of your development meetings, and actions arising from meetings. The form is designed to be flexible so you can use it for any meetings with your appointed tutor.

Select the “**Meeting Record**” navigation item from the menu or the **Other Records** section on your home page dashboard.



Once the page has loaded, select the “**Start new form**” to start creating the meeting record.

Meeting Record					
Title	Meeting Date	Attendees	Date Created	Completed	Actions
					Start New Form

In the first section you will need to insert appropriate text into the boxes marked with an *. Once you are happy with the details you have entered select the **“Create Record”** button.

Meeting Details

Title *

Meeting Date * DD/MM/YYYY

Attendees *

Summary *

Tutor's Comments

Actions *

Attachments

Linked Attachments

Please complete the fields above and save before adding attachments.

Create Record

The record will then allow you to attach any relevant documents and provide you with the option to “Update and complete record” or “Update record”. Your tutor will be able to see the record once this stage has been actioned.

Attachments

Linked Attachments (0)

New Attachment

Choose file

Choose files | No file chosen

File description:

Save

Update and Complete Record

Update Record

My Actions

This section enables you to view actions raised throughout your E-Portfolio. This is essentially a ‘to-do’ list for your learning and development.

Select the **“My Actions”** option either in the navigation section in the side navigation menu or under the **“Other Records”** section of your dashboard.

You will see a list of actions pulled from your E-Portfolio.

My Actions

Here are all the Actions raised throughout your ePortfolio

Show 10 entries

Date	Evidence Title	Evidence Type	Action	Completed
10/06/2021	Learning Needs Action	Learning Needs	lorum ipsum	Mark as Complete

Showing 1 to 1 of 1 entries


Where you can **“Mark as Complete”** on a specified date.

Mark Action as Completed

Action Details

Evidence Type Learning Needs
Title Learning Needs Action
Date 10/06/2021
Action lorem ipsum

Date Completed



This will then show in your list.

My Actions
Here are all the Actions raised throughout your ePortfolio

Show entries Search:

Date	Evidence Title	Evidence Type	Action	Completed	Completed Date
10/06/2021	Learning Needs Action	Learning Needs	lorem ipsum	✔	10/06/2021

Showing 1 to 1 of 1 entries Previous

6 Using Supervised Learning Events (SLEs) to Support your Development

Supervised learning events tools supports the development of specific knowledge, skills or attributes. They are also known as Workplace based assessments (WBAs) or work based assessments (WBAs). Examples are:

- Telephone Consultation Review
- Case Based Discussion (CbD)
- Reflective Summary

These tools should be completed with your senior pharmacist, or educational supervisor/tutor. They will observe you in practice and provide you with feedback on how well you have demonstrated specific knowledge, skills or attributes.

In most cases your senior pharmacist, or educational supervisor/tutor, will complete all sections. However, we have designed these tools to be flexible so you can complete sections too. Once you have completed relevant sections, you will need to indicate that the record is complete to enable your tutor to sign off.

6.1 Telephone Consultation review

The tool enables you to provide critical self-assessment whilst undertaking a telephone consultation.

Select the “**Telephone Consultation Review**” option under the Supervised Learning Events area of your home dashboard page.



A new window will open, fill in the appropriate text boxes and select “**criterion**” for relevant aspects of the call.

Telephone Consultation Review Details				
Date *	<input type="text" value="DD/MM/YYYY"/>			
Case Reference *	<input type="text"/>			
Collaborator Name	<input type="text"/>			
Collaborator Email	<input type="text"/>			
1. Elicits reason for call	Criterion not met	Criterion partially met	Criterion fully met	N/A
A. Clearly identifies main reason for contact *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Identifies patient's concerns [health beliefs] *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Once completed, toggle the “**Framework Summary**” to open the list of programme competencies. Select the ones you felt were achieved because of the consultation.

Framework Mapping*

Map this record to the learning outcomes.

Framework Summary ▼

Create Record

Complete the record by clicking “**Create Record**”.

6.2 Case Based Discussion (CbD)

The tool is a retrospective evaluation of your input into patient care. It assesses clinical decision-making and the application or use of pharmaceutical knowledge in the care of your patients. This should take approximately 30-40 minutes to complete which includes time for discussion. It should be completed by a designated observer.

Select the “**Case Based Discussions**” option under the Supervised Learning Events area on your home dashboard page.

Supervised Learning Events	
Telephone Consultation Review	1 of 1
Case-Based Discussion (CbD)	0 of 1
Reflective Summary	0 of 1

You can also access it from the menu and selecting “**Supervised Learning Events**”, then “**Cased Based Discussions**”.

NHS111 Transition Programme

Logged in as Casey Becker (Learner)

CPD

Planned CPD	4 of 4
Unplanned CPD	3 of 4

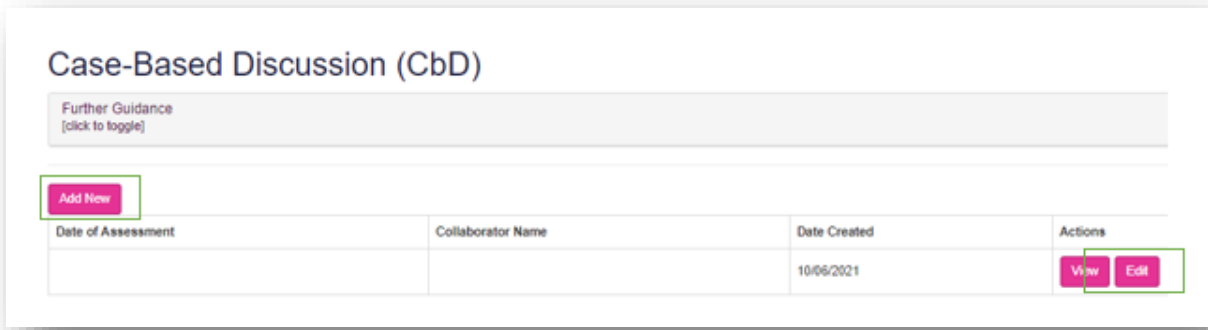
Supervised Learning Events

Telephone Consultation Review	1 of 1
Case-Based Discussion (CbD)	0 of 1
Reflective Summary	0 of 1

Other Records

- My Actions
- Learning Needs
- Meeting Record
- Multi-Source Feedback (MSF)
- Peer Discussion Form
- Reflective Account (RA)
- Months into programme

Select “**Add new**” and “**Edit**” to create a new record.



This will then take you to a page where you can input collaborator details and Case Outline.

Case-Based Discussion (CbD)

Further Guidance
[click to toggle]

Date of Assessment *

Collaborator

Collaborator Name *

Collaborator Email *

Collaborator Position * *This section has not yet been completed.*

Collaborator Profession * *This section has not yet been completed.*

Collaborator Declaration: I confirm I have the appropriate experience to complete this assessment and have completed it objectively and independently. * *This section has not yet been completed.*

Case Outline

Summary of Case(s) *

Clinical Setting *

Save Changes and Continue

Your collaborator will be able to complete the sections as required.

Professionalism	
Makes appropriate ethical decisions. Adheres to appropriate guidelines. *	<i>This section has not yet been completed.</i>
Strengths *	<i>This section has not yet been completed.</i>
Areas for Development	<i>This section has not yet been completed.</i>
Clinical Reasoning	
Takes a logical, appropriately thorough and focused history. Performs an appropriate physical and/or mental state examination, selecting and interpreting appropriate investigations. Makes an appropriate working diagnosis or decision. *	<i>This section has not yet been completed.</i>
Strengths *	<i>This section has not yet been completed.</i>
Areas for Development	<i>This section has not yet been completed.</i>
Organisation & Efficiency	
Works effectively and efficiently, working effectively with the multidisciplinary team to enhance patient care. Prioritises well and uses time and resources appropriately. *	<i>This section has not yet been completed.</i>
Strengths *	<i>This section has not yet been completed.</i>
Areas for Development	<i>This section has not yet been completed.</i>
Based on your observation of this clinical episode, rate the overall competence at which the pharmacist has shown that they are performing: *	<i>This section has not yet been completed.</i>
Other relevant comments or feedback	<i>This section has not yet been completed.</i>

You will be able to add agreed actions and reflections.

You will then need to select all the learning outcomes that are relevant to the record. Select the **“Save Changes and Continue”** button.

Framework Summary

1. Communication

- Demonstrates knowledge and understanding of, and an ability to demonstrate effective communication and consultation skills when using the telephone. Including
 - a. Introduction
 - b. Data Collection & Problem Identification.
 - c. Actions & Solutions.
 - d. Closure

2. Documentation

- Documents information clearly and legibly, following correct procedures and processes including action taken, rationale for prescribing and correct documentation of information given to the patient and any management plan.

3. Professionalism

- Demonstrates professionalism, dignity and empathy to patients and other HCPs in NHS111/out of hours environment in line with professional standards.

4. Referral

- Demonstrates knowledge and understanding of, appropriate referral pathways when working within NHS111/out of hours. Within the context of the patients clinical need.

Save Changes and Continue

6.3 Reflective Summary

Use this tool to reflect on a specific patient case, learning event or activity, critical incident, or to reflect on feedback and progress over a defined period of practice. It can also be used as an assessment tool for scenarios which fall outside the scope of other supervised learning events. The time taken to complete a reflection will depend on the scenario, event or learning that you have undertaken.

You can select “**Reflective Summary**” from the main dashboard home page, under “**Supervised Learning Events**”.



Select “**Add New**” to start a new reflective summary.

Reflective Summary

[Back to Supervised Learning Events](#)

Further Guidance
[click to toggle]

Add New

Title	Date	Date Created	Actions
-------	------	--------------	---------

A new entry will be created in the list. Here you can **view** or **edit** these.

Reflective Summary

Further Guidance
[click to toggle]

Add New

Title	Date	Date Created	Actions
Lorum ipsum	24/06/2021	15/06/2021	View Edit

Complete all sections of the reflective summary including actions, your collaborator will also be able to comment.

Reflective Summary

Further Guidance
[click to toggle]

Title *

Date *

DD/MM/YYYY



Situation or Event *

Summarise the situation or event that prompted your reflection. Summarise your main learning points, what went well and what you would do differently, if anything, in the future.

Reflections *

Summarise your reflections of a patient case, learning event or activity, or critical incident. State how your learning has changed (or will change) your future working

Actions *

Outline your actions from this reflection summary. Make

You will also need to map to the framework. Once completed **“Save Changes and Continue”**

Framework Mapping

Framework Summary

1. Communication

- Demonstrates knowledge and understanding of, and an ability to demonstrate effective communication and consultation skills when using the telephone. Including
 - a. Introduction
 - b. Data Collection & Problem Identification.
 - c. Actions & Solutions.
 - d. Closure

2. Documentation

- Documents information clearly and legibly, following correct procedures and processes including action taken, rationale for prescribing and correct documentation of information given to the patient and any management plan.

3. Professionalism

- Demonstrates professionalism, dignity and empathy to patients and other HCPs in NHS111/out of hours environment in line with professional standards.

4. Referral

- Demonstrates knowledge and understanding of, appropriate referral pathways when working within NHS111/out of hours. Within the context of the patients clinical need.

Save Changes and Continue

You will then be able to upload any files required and **“Finish”** the entry.

Reflective Summary

Further Guidance
[click to toggle]

Linked Attachments (2)

Test pdf 
Test pdf again 

Choose file

No file chosen

File description:

6.4 Supervised Learning Event Actions

Actions created within supervised learning events are listed in the “My Actions” tab.

My Actions

Here are all the Actions raised throughout your ePortfolio

Show entries Search:


Date	Evidence Title	Evidence Type	Action	Completed	Completed Date
10/06/2021	Case-Based Discussion (CbD)	SLE		Mark as Complete	
10/06/2021	Learning Needs Action	Learning Needs	lorum ipsum	<input checked="" type="checkbox"/>	10/06/2021
15/06/2021	Reflective Summary	SLE	lorum ipsum	Mark as Complete	
24/06/2021	Learning Needs Action	Learning Needs	lorum ipsum	<input checked="" type="checkbox"/>	15/06/2021

Showing 1 to 4 of 4 entries Previous Next

Once you have completed the action, click on “**Mark as Complete**”. A pop-up box will appear. Enter the date and click on “**Mark as completed**”. Click on “**Cancel**” to close the pop-up box.

Mark Action as Completed

Date Completed



Completed actions are marked with the date completed.

My Actions

Here are all the Actions raised throughout your ePortfolio

Show entries Search:

Date	Evidence Title	Evidence Type	Action	Completed	Completed Date
10/06/2021	Case-Based Discussion (CbD)	SLE		<input checked="" type="checkbox"/>	15/06/2021
10/06/2021	Learning Needs Action	Learning Needs	lorum ipsum	<input checked="" type="checkbox"/>	10/06/2021
15/06/2021	Reflective Summary	SLE	lorum ipsum	Mark as Complete	
24/06/2021	Learning Needs Action	Learning Needs	lorum ipsum	<input checked="" type="checkbox"/>	15/06/2021

Showing 1 to 4 of 4 entries Previous

7 Continuing Professional Development (CPD)

This section allows you to make records of any planned or unplanned learning. The forms have been aligned to the forms used by the General Pharmaceutical Council (GPhC) for revalidation.

It is vital to develop a habit of undertaking and recording CPD (planned and unplanned). CPD is an integral part of your life-long learning and you will be required to submit records for revalidation in the future, so why not get started now.

7.1 Planned CPD

To start entering your CPD select either the “CPD” option from the navigation menu or “Planned CPD” under the CPD section.

The screenshot displays the NHS111 Transition Programme user interface. On the left is a dark navigation menu with the following items: NHS111 Transition Programme, End of Training Assessment, Home, My Actions, CPD (highlighted with a green box), Framework Summary, Learning Needs, Meeting Record, Multi-Source Feedback (MSF), Peer Discussion Form, Reflective Account (RA), Supervised Learning Events, and Portfolio Collaborators. The main content area shows the user is logged in as Casey Becker (Learner). Below this is a header for the NHS111 Transition Programme with a descriptive paragraph. The central focus is a 'CPD' section with a pink header, containing two rows: 'Planned CPD' with a '5 of 4' indicator and 'Unplanned CPD' with a '3 of 4' indicator. Below this is a 'Supervised Learning Events' section with a pink header, containing three rows: 'Telephone Consultation Review' (1 of 1), 'Case-Based Discussion (CbD)' (1 of 1), and 'Reflective Summary' (1 of 1). All indicators are in green boxes.

CPD	
Planned CPD	5 of 4
Unplanned CPD	3 of 4

Supervised Learning Events	
Telephone Consultation Review	1 of 1
Case-Based Discussion (CbD)	1 of 1
Reflective Summary	1 of 1

This will take you to the page below, to create a record select the “**Add new record**” button.

NHS111 Transition Programme

We've partnered with the NHS 111 service in Wales to support every pharmacist joining them. The **NHS 111 transition programme** consists of structured workplace-based learning, support and feedback, enabling you to become confident and competent practitioners in this practice area. This programme is for pharmacists who have been qualified for more than two years and are employed by NHS 111 Wales.

CPD

Record your CPD here and use them for your annual revalidation. The forms have been aligned to the General Pharmaceutical Council's requirements.

Planned CPD Unplanned CPD

Planned CPD Records

Add new record

There are currently no records

You will then see the below screen where you can insert the details of your CPD record. Once you are happy with the details you have entered select the “**Save and Continue**” button to go to the next step.

Planned CPD Learning Form Record

Title

Start date

Completed date

What are you planning to learn?

How are you planning to learn it?

Give an example of how this learning has benefitted the people using your services?

Save and continue

After completing the initial details for your CPD you will move onto the learning outcome(s). Here you can select all the learning outcome(s) which your CPD record will support. You can select a learning outcome by ticking the check box to the left of it.

If you prefer not to link your record to the learning outcomes, click on “**Skip**”. You can come back and edit this at any point and link your record to the learning outcomes.

CPD

Record your CPD here and use them for your annual revalidation. The forms have been aligned to the General Pharmaceutical Council's requirements.

Map competencies

Skip

Framework Competencies

Here you can manage your Framework Competencies

1. Communication

- Demonstrates knowledge and understanding of, and an ability to demonstrate effective communication and consultation skills when using the telephone. Including
 - a. Introduction
 - b. Data Collection & Problem Identification.
 - c. Actions & Solutions.
 - d. Closure

2. Documentation

Once you have mapped all of the applicable learning outcomes, click on “**Save and continue**” at the bottom of the page to save your decisions.

38. Parkinson's Disease

- Demonstrates knowledge and understanding of Parkinson's Disease: and the ability to safely advise and manage (including referral) when appropriate within the context of out of hours/NHS111.

Save and continue

Next, add any supporting documents which are relevant to the CPD, select the “**Choose Files**” button to open your documents folders and search for the attachment you wish to add. Once selected, you will need to insert a “**File description**”, the file description will be the name of the document that is displayed when viewing the document or when you download it. Remember to click “**Save**” button to add it to your CPD record. It will then move into the linked attachments section; it is at this point where you can press the “**Finish**” button to complete your CPD record.

If you prefer not to attach a file, click on **“Finish”** and this step will be skipped. You can come back and edit this at any point and attach a file.

The screenshot shows a web form titled 'CPD' with the subtitle 'Record your CPD here and use them for your annual revalidation. The forms have been aligned to the General Pharmaceutical Council's requirements.' The main heading is 'Add an attachment'. Below this, it says 'Linked Attachments (0)'. There is a 'Choose file' section with a 'Choose Files' button and the text 'No file chosen'. Below that is a 'File description:' label and a text input field. A 'Save' button is located below the input field. In the bottom left corner, there is a pink 'Finish' button.

TIP: You can upload as many files as you wish, there is no limit on the number of files you can link to each record.

Once completed you will be able to see your CPD record on the CPD page. Here you can make edits to the records you have added, view your records in a printable format or delete them.

The screenshot shows a web page titled 'CPD' with the subtitle 'Record your CPD here and use them for your annual revalidation. The forms have been aligned to the General Pharmaceutical Council's requirements.' There are two tabs: 'Planned CPD' (selected) and 'Unplanned CPD'. The main heading is 'Planned CPD Records'. Below this is a pink 'Add new record' button. There is a table with columns: 'Title', 'Start Date', 'Completed', 'Attachments', and 'Actions'. The first row has 'Example Title' in the 'Title' column. In the 'Actions' column, there are four buttons: 'Edit record', 'Edit competencies', 'Print view', and 'Delete Permanently'.

If you choose to delete a record you will see the information you had entered into the record and another **“Delete”** button. If you choose to select the delete button on this page the record will be **removed permanently**. If you change your mind you can navigate away to a different page using the side menu or by pressing the **“return to programmes link”**.

The screenshot shows a web page titled 'CPD' with the subtitle 'Record your CPD here and use them for your annual revalidation. The forms have been aligned to the General Pharmaceutical Council's requirements.' The main heading is 'Delete CPD record'. Below this, it says 'Application by: Ben Roberts'. There is a table with the following data:

Title	Example Title
Start date	04/08/2020
Completed date	04/08/2020
What are you planning to learn?	Description of what I expect to learn
How are you planning to learn it?	Explanation on how the learning will be achieved
Give an example of how this learning has benefitted the people using your services?	Examples on how this has benefitted others
Supports	1.1 Applies evidence based clinical knowledge and up to date guidance to make suitable recommendations or take appropriate actions with confidence 1.2 Undertakes a holistic clinical review of a persons medicines to ensure they are appropriate 1.3 Conducts patient clinical examinations and assessments proficiently, develops diagnostic skills
Attachments	Example Attachment

At the bottom left, there is a red 'DELETE' button.

Selecting **“Print View”** will display your record in the below format, to allow for you to print off the record without unnecessary page formatting or other applications.

Title	Example Title
Start date	28/07/2020
Completed date	28/07/2020
What are you planning to learn?	Description of what I expect to learn
How are you planning to learn it?	Explanation on how the learning will be achieved
Give an example of how this learning has benefitted the people using your services?	Examples on how this has benefitted others.
Supports	1.1 Applies evidence based clinical knowledge and up to date guidance to make suitable recommendations or take appropriate actions with confidence 1.2 Undertakes a holistic clinical review of a persons medicines to ensure they are appropriate 1.3 Conducts patient clinical examinations and assessments proficiently; develops diagnostic skills
Attachments	Example Attachment

7.2 Unplanned CPD

To start entering your CPD select either the **“CPD”** option from the navigation menu or **“Unplanned CPD”** under the **CPD** section.

The screenshot shows the NHS111 Transition Programme dashboard. The user is logged in as Casey Becker (Learner). The dashboard includes a navigation menu on the left with options like Home, My Actions, CPD, Framework Summary, Learning Needs, Meeting Record, Multi-Source Feedback (MSF), Peer Discussion Form, Reflective Account (RA), Supervised Learning Events, and Portfolio Collaborators. The main content area displays the NHS111 Transition Programme description and two sections: CPD and Supervised Learning Events. The CPD section shows 5 of 4 Planned CPD and 3 of 4 Unplanned CPD. The Supervised Learning Events section shows 1 of 1 for Telephone Consultation Review, Case-Based Discussion (CbD), and Reflective Summary.

CPD	
Planned CPD	5 of 4
Unplanned CPD	3 of 4

Supervised Learning Events	
Telephone Consultation Review	1 of 1
Case-Based Discussion (CbD)	1 of 1
Reflective Summary	1 of 1

The form and process for unplanned CPD records is similar to planned CPD. The main differences are the fields you need to complete.

CPD
Record your CPD here and use them for your annual revalidation. The forms have been aligned to the General Pharmaceutical Council's requirements.

Unplanned CPD Learning Form Record

Title

Start date

Completed date

Describe an unplanned event or activity that enabled you to learn something new or refresh your knowledge and skills?

Give an example of how this learning benefitted the people using your services?

[Save and continue](#)

8 Multi-Source Feedback (MSF)

The tool can be used by your colleagues to provide feedback on you during training.

You can start a new multi-source feedback from your main home dashboard or the left hand navigation menu.

Logged in as Casey Becker (Learner)

NHS111 Transition Programme

We've partnered with the NHS 111 service in Wales to support every pharmacist joining them. The **NHS 111 transition programme** consists of structured workplace-based learning, support and feedback, enabling you to become confident and competent practitioners in this practice area. This programme is for pharmacists who have been qualified for more than two years and are employed by NHS 111 Wales.

CPD	Other Records
Planned CPD 5 of 6	My Actions 0
Unplanned CPD 3 of 4	Learning Needs 1 of 2
	Meeting Record 3 of 2
	Multi-Source Feedback (MSF) 0
	Peer Discussion Form 1 of 1
	Reflective Account (RA) 0 of 1

Supervised Learning Events	
Telephone Consultation Review	1 of 1
Case-Based Discussion (CbD)	1 of 1
Reflective Summary	1 of 1

NHS111 Transition Programme

We've partnered with the NHS 111 service in Wales to support every pharmacist joining them. The [NHS 111 transition programme](#) consists of structured workplace-based learning, support and feedback, enabling you to become confident and competent practitioners in this practice area. This programme is for pharmacists who have been qualified for more than two years and are employed by NHS 111 Wales.

Multi-Source Feedback (MSF)

[Further Guidance](#)
[\[click to toggle\]](#)

Add New

Date of Assessment	Collaborator Name	Date Created	Actions
--------------------	-------------------	--------------	---------

Complete the required text boxes marked with an *, including the collaborator name, email and role. Then click on **“Create record and send email to collaborator”**.

9 Peer Discussion Form

This tool can be used to create a record of a peer discussion that took place during your training.

You can access this from the main dashboard or left hand navigation menu.

The screenshot displays the NHS111 Transition Programme dashboard. On the left is a dark navigation menu with the following items: End of Training Assessment, Home, My Actions, CPD, Framework Summary, Learning Needs, Meeting Record, Multi-Source Feedback (MSF), Peer Discussion Form (highlighted with a green box), Reflective Account (RA), and Supervised Learning Events. The main content area features a header with the programme name and description. Below this are three sections: 'CPD' with 'Planned CPD' (5 of 4) and 'Unplanned CPD' (3 of 4); 'Supervised Learning Events' with 'Telephone Consultation Review' (1 of 1) and 'Case-Based Discussion (CbD)' (1 of 1); and 'Other Records' with 'My Actions', 'Learning Needs', 'Meeting Record', 'Multi-Source Feedback (MSF)', 'Peer Discussion Form' (highlighted with a green box), and 'Reflective Account (RA)'.

You can then select “**Start New Form**” to begin. You will then be able to “**View**” or “**Edit**” the selected record.

Peer Discussion Form

Add New

Name of Peer	Role	Date Created	Actions
		18/05/2021	View Edit

Complete all sections of the form and select “**Save Changes and Continue**”.

Peer Discussion Form

Please give the name, contact details and role of your peer on this occasion (if you took part in a group peer discussion, please only provide details for one person from the group).

Name of Peer *	<input type="text"/>
Role *	<input type="text"/>
Organisation *	<input type="text"/>
Telephone *	<input type="text"/>
Email *	<input type="text"/>

Describe how this peer discussion changed your practice for the benefit of people using your services

Discuss why you chose this peer. Describe how this peer discussion has helped you to reflect on and make improvements to your practice. Give a real example of any beneficial	<input type="text"/>
---	----------------------

Save Changes and Continue

Your tutor will be able to add comments.

Describe how this peer discussion changed your practice for the benefit of people using your services

<p>Discuss why you chose this peer.</p> <p>Describe how this peer discussion has helped you to reflect on and make improvements to your practice.</p> <p>Give a real example of any beneficial outcomes for the people using your services as a result of making changes to your practice.</p> <p>*</p>	<p>lorum ipsum</p>
Tutor Comments	<i>This section has not yet been completed.</i>

Save Changes and Continue

You will be able to upload any relevant files associated and select “**Finish**”.

Peer Discussion Form

Linked Attachments (2)

Test pdf 
 Test pdf again 

Choose file
 No file chosen

File description:

Finish

You will see a list of records that you can view or edit.

Peer Discussion Form

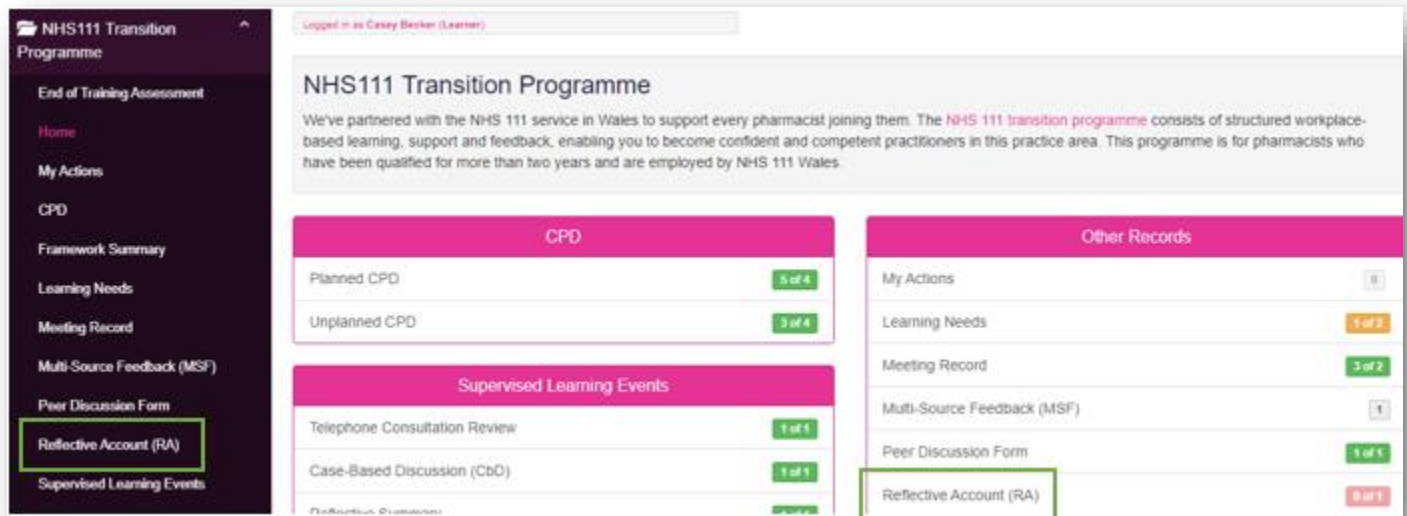
Add New

Name of Peer	Role	Date Created	Actions
Lorum ipsum	lorum ipsum	18/05/2021	<input type="button" value="View"/> <input type="button" value="Edit"/>

10 Reflective Account (RA)

This aligns with GPhC revalidation requirements.

You can start a new reflective account from your main home dashboard or the left hand navigation menu.



The screenshot shows the NHS111 Transition Programme dashboard. The left-hand navigation menu includes: End of Training Assessment, Home, My Actions, CPD, Framework Summary, Learning Needs, Meeting Record, Multi-Source Feedback (MSF), Peer Discussion Form, Reflective Account (RA) (highlighted with a green box), and Supervised Learning Events. The main content area is titled "NHS111 Transition Programme" and includes a description. Below the description are three main sections: CPD, Supervised Learning Events, and Other Records. The CPD section shows 5 of 4 Planned CPD and 3 of 4 Unplanned CPD. The Supervised Learning Events section shows 1 of 1 Telephone Consultation Review and 1 of 1 Case-Based Discussion (CbD). The Other Records section shows 1 of 1 My Actions, 1 of 2 Learning Needs, 3 of 2 Meeting Record, 1 of 1 Multi-Source Feedback (MSF), 1 of 1 Peer Discussion Form, and 0 of 1 Reflective Account (RA) (highlighted with a green box).

Select “**Start New Form**” to start a new record. This will create the record where you can then “**View**” or “**Edit**”.

Reflective Account (RA)

Further Guidance
[click to toggle]

[Add New](#)

Date Created	Actions
15/06/2021	View Edit

You will need to complete all the sections before selecting “**Save Changes and Continue**”.

Reflective Account (RA)

Further Guidance
[click to toggle]

Learner Comments

Describe briefly about your area of work (the setting of your practice and your main roles). *

Describe briefly who the typical users of your service(s) are. *

Describe how you meet the standards for pharmacy professionals we have selected. *

Your collaborator will also have a section for comments.

Collaborator Comments

Add in additional comment for your learner such as areas for future learning and improvement. *This section has not yet been completed.*


Save Changes and Continue


You will then be able to upload any relevant files and select “**Finish**” once done.

Reflective Account (RA)

Further Guidance
[click to toggle]

Linked Attachments (2)

Test pdf 

Test pdf again 

Choose file
Choose Files No file chosen

File description:

Save

Finish

11 Reviewing your Progress

You can review your progress at any point by using the dashboard and framework summary.

11.1 Your dashboard

The learner’s dashboard provides an overview of your progress. It provides a snapshot of the number of tools and records completed.

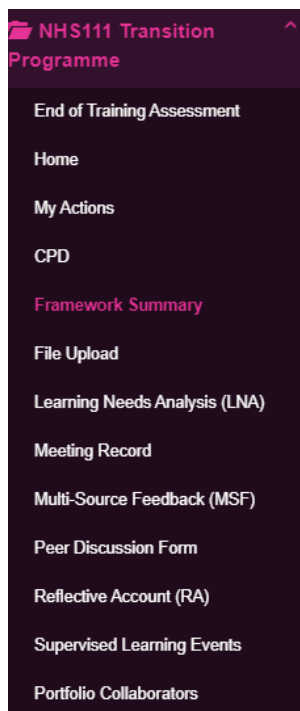
Clicking on any of the counts or status notes will take you to a list of all records for the relevant section. You will then be able to click on the title of each record to view further detail.

11.2 Framework summary

We have aligned the tools within our E-portfolio to the NHS111 knowledge and capability guide. For each tool you will be asked to map your learning and development to the learning outcomes in the knowledge and capability guide. This provides structure for your on-going development.

The framework summary provides you with an overview of each tool and/or record mapped to the NHS111 knowledge and capability guide.

Select “**Framework Summary**” from the navigation menu to view the details.



As you scroll down the page you will see the types of tools and records that have been mapped to each learning outcome. Darker shaded circles are counts of records associated with the outcome. If the tool or record has not been mapped to the outcome the circle will be displayed in a lighter shade of grey.


Knowledge and Capability Guide: NHS111		CPD Planned	CPD Unplanned	Telephone Consultation Review	Case- Based Discussion (CbD)	Reflective Summary
1. Communication	Demonstrates knowledge and understanding of, and an ability to demonstrate effective communication and consultation skills when using the telephone. Including a. Introduction b. Data Collection & Problem Identification. c. Actions & Solutions. d. Closure	0	0	1	0	0
2. Documentation	Documents information clearly and legibly, following correct procedures and processes including action taken, rationale for prescribing and correct documentation of information given to the patient and any management plan.	0	0	0	0	0
3. Professionalism	Demonstrates professionalism, dignity and empathy to patients and other HCPs in NHS111/out of hours environment in line with professional standards.	0	0	0	0	0
4. Referral	Demonstrates knowledge and understanding of, appropriate referral pathways when working within NHS111/out of hours. Within the context of the patients clinical need.	0	0	0	0	0
5. Structure	Demonstrates knowledge and understanding of the structure of urgent primary care including location and co-location of treatment bases with emergency care	0	0	0	0	0

You can view a list of record associated with each outcome by clicking on the count next to each outcome.

Knowledge and Capability Guide: NHS111		CPD Planned	CPD Unplanned	Telephone Consultation Review
1. Communication	Demonstrates knowledge and understanding of, and an ability to demonstrate effective communication and consultation skills when using the telephone. Including a. Introduction b. Data Collection & Problem Identification. c. Actions & Solutions. d. Closure	0	0	1

A pop-up box will appear with a list of the records. Click on the view icon  to view the full record.

Telephone Consultation Review Linked Records

Created on 01/06/2021 


[Close](#)

The record will be displayed in read-only format. If files have been attached to the record you will also be able to click on the link and view the file.

Telephone Consultation Review

[← Back to Supervised Learning Events](#)

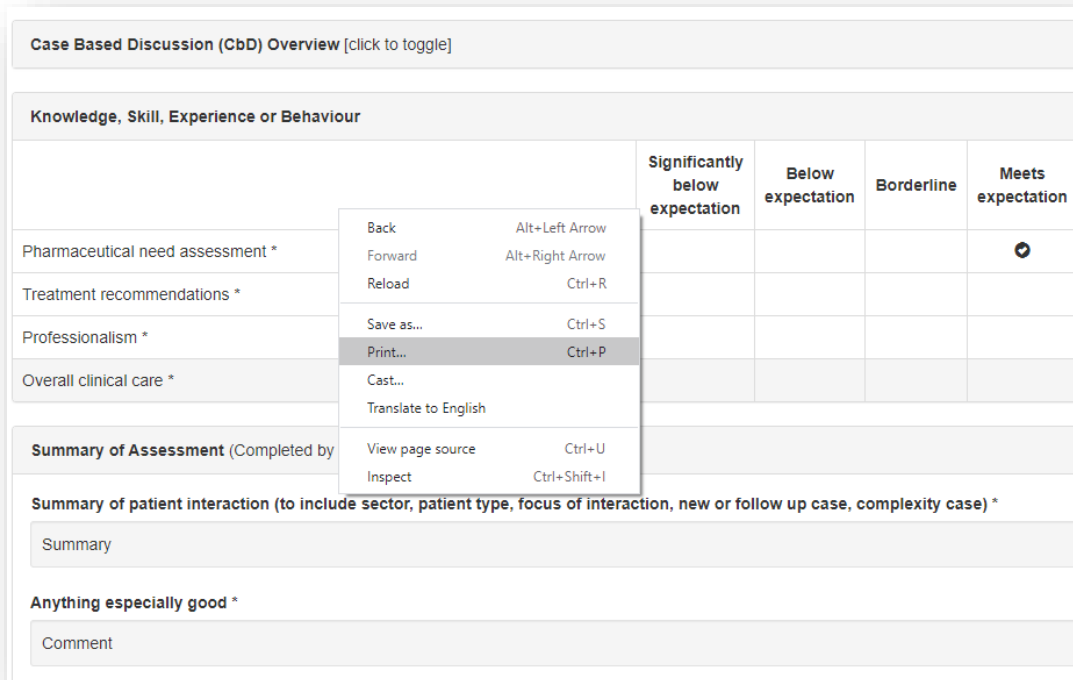
Instructions & Explanation of Ratings

 [click to toggle]

Date	15/06/2021
Case Reference	Test
1. Elicits reason for call	
A. Clearly identifies main reason for contact	<input type="radio"/> Criterion not met <input checked="" type="radio"/> Criterion partially met <input type="radio"/> Criterion fully met <input type="radio"/> N/A
B. Identifies patient's concerns [health beliefs]	<input type="radio"/> Criterion not met <input type="radio"/> Criterion partially met <input checked="" type="radio"/> Criterion fully met <input type="radio"/> N/A

12 Printing Records

If you need to print of any record you can print the page by right clicking on your mouse to bring up the options dialogue window, then select **“Print”**.



The screenshot shows a web interface for a Case Based Discussion (CbD) Overview. A context menu is open over the 'Print...' option. The table below shows the assessment results for various categories.

	Significantly below expectation	Below expectation	Borderline	Meets expectation
Pharmaceutical need assessment *				☑
Treatment recommendations *				
Professionalism *				
Overall clinical care *				

Summary of Assessment (Completed by)


Summary of patient interaction (to include sector, patient type, focus of interaction, new or follow up case, complexity case) *

Summary

Anything especially good *

Comment

This will generate a print friendly pdf document.



The screenshot shows a print-friendly PDF document. The document is titled "Case Based Discussion (CbD) (17/09/2020)". It includes a back button and a URL. The document is titled "Case Based Discussion (CbD) Overview [click to toggle]". The document is titled "Knowledge, Skill, Experience or Behaviour". The document is titled "Pharmaceutical need assessment *". The document is titled "Treatment recommendations *". The document is titled "Professionalism *". The document is titled "Overall clinical care *".

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Case Based Discussion (CbD) (17/09/2020)

☑ Back to Case Based Discussion (CbD)s (/Framework/Analysis/DisplayResults.aspx?MemberQueryID=1360D8E8-2013-41EF-8D59-4D32558B5415&nodeid=BBEC5A47-E217-4266-A2A1-4111D341CEF7&subp=MYPATH§ion=AAO&assessment=F929E3F3-6BFD-49B2-A551-6CA67422ED61)

Case Based Discussion (CbD) Overview [click to toggle]

Knowledge, Skill, Experience or Behaviour

Pharmaceutical need assessment *

Meets expectation

Treatment recommendations *

Above expectation

Professionalism *

Above expectation

Overall clinical care *

Above expectation

13 Contact Details

Visit www.rpharms.com/ for further information about the e-portfolio.

If you experience any technical issues or have any feedback on the platform, please contact our technical team on eportfolio@rphrms.com .

If you have any queries about the NHS111 programme, please contact Lloyd.Hambridge2@wales.nhs.uk or Owen.Griffiths2@wales.nhs.uk .

Email: membership@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



14 Glossary

Term	Description
Learner	An individual who is using the E-portfolio for their learning and development.
Senior pharmacist	A pharmacist with at least two years' experience who supports provisionally registered pharmacist. They will conduct monthly meetings and review the provisional registration risk assessment.
Tutor	An individual who supports a new pharmacist with their learning and development, usually in the same workplace and/or organisation.
Educational Supervisor	An individual who supports a new pharmacist with their learning and development, who may or may not be based in the same workplace or organisation. Educational supervisors are often linked to a training provider, including universities.
Employer	Individual or organisation employing a pharmacist. They are responsible for completing a risk assessment before provisionally registered pharmacists starts.
Registered user	A user registered on RPS website who does not have an RPS membership account.
Supervised Learning Event (SLE)	A learning and development tool that supports the development of specific knowledge, skills or attributes. They are also known as Workplace based assessments (WBAs) or work based assessments (WBAs). Examples are Mini-CEX, MRCP, CbD, DOPS.

ROYAL PHARMACEUTICAL SOCIETY

