

**ROYAL
PHARMACEUTICAL
SOCIETY**

E-Portfolio User Guide

**For General
Practice
Transition
Programme
(Wales)
Learners**



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1 Introduction

The Royal Pharmaceutical Society (RPS) have developed an E-portfolio for General Practice learners to record their learning and development.

The E-portfolio has been designed to be flexible so you can work through the elements yourself, or as instructed by your training provider. The E-portfolio also 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.

This is a technical user guide that outlines the main functions of the E-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

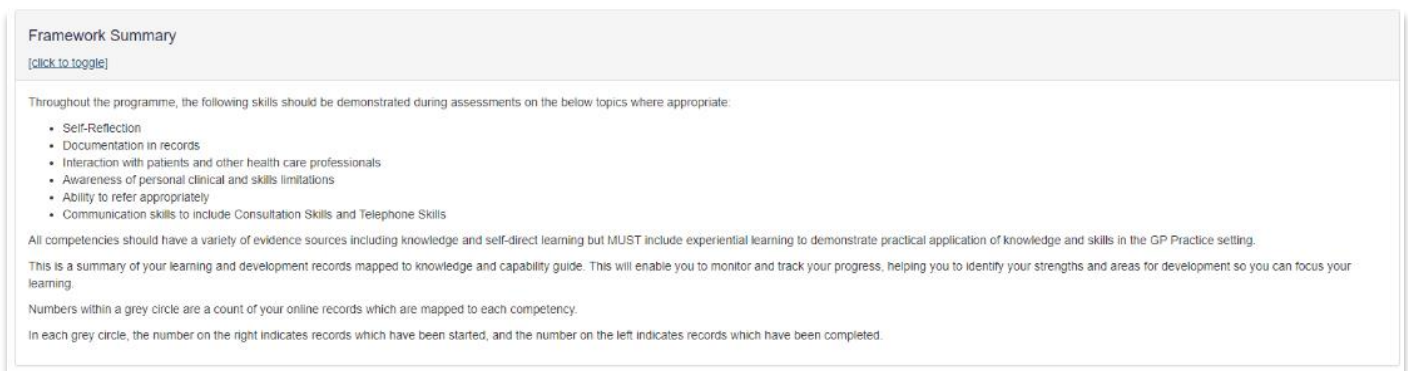
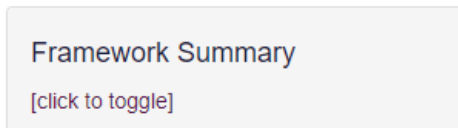
This section contains general information on the technical functionality of the E-portfolio.

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**”.

Select this 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.

A screenshot of the expanded content for "Framework Summary". It includes a list of skills to be demonstrated, a note that all competencies should have a variety of evidence sources, and instructions on how to interpret the numbers in grey circles.

Framework Summary
[click to toggle]

Throughout the programme, the following skills should be demonstrated during assessments on the below topics where appropriate:

- Self-Reflection
- Documentation in records
- Interaction with patients and other health care professionals
- Awareness of personal clinical and skills limitations
- Ability to refer appropriately
- Communication skills to include Consultation Skills and Telephone Skills

All competencies should have a variety of evidence sources including knowledge and self-direct learning but MUST include experiential learning to demonstrate practical application of knowledge and skills in the GP Practice setting.

This is a summary of your learning and development records mapped to knowledge and capability guide. This will enable you to monitor and track your progress, helping you to identify your strengths and areas for development so you can focus your learning.

Numbers within a grey circle are a count of your online records which are mapped to each competency.

In each grey circle, the number on the right indicates records which have been started, and the number on the left indicates records which have been completed.

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.



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

Post-registration Foundation



A programme for pharmacists who are looking to become **credentialed** as a post-registration pharmacist which is the first stage in our credentialing pathway. Record and compile all the evidence of your learning and assessment evidence against the **post-registration foundation pharmacist curriculum** outcomes.


If you have already started using the E-portfolio or are in the process of setting up your E-portfolio for the first time, please complete the 'My Programme Details' section (accessed via the navigation menu) which allows you to enter details of the training programme/pathway you are on.

Registered Pharmacist Only Pathway

This Pathway is restricted to registered pharmacists only. If you are a registered pharmacist and cannot access the pathway please click [HERE](#) to update your account details and provide your GPhC number.

Status: **Started**
Date Started: 19/05/2022

General Practice Transition Programme




The General Practice (GP) transition programme supports learners through their transition to the GP Practice environment enabling them to develop essential knowledge, skills, experiences, and behaviours to be a safe and effective pharmacist. This programme is for pharmacists who are undertaking the Health Education and Improvement Wales (HEIW) GP training programme.

Request Approval

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

General Practice Transition Programme



The General Practice (GP) transition programme supports learners through their transition to the GP Practice environment enabling them to develop essential knowledge, skills, experiences, and behaviours to be a safe and effective pharmacist. This programme is for pharmacists who are undertaking the Health Education and Improvement Wales (HEIW) GP training programme.

Open Active Programme (Unavailable)

Status: **Transition Requested**
Date Requested: 18/07/2022

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 **“General Practice Transition Programme”**.

ROYAL PHARMACEUTICAL SOCIETY E-portfolio

Home Toggle menu Session expires in 32:07

Logged in as Claire L Taylor (Learner)

General Practice Transition Programme

The General Practice (GP) transition programme supports learners through their transition to the GP Practice environment enabling them to develop essential knowledge, skills, experiences, and behaviours to be a safe and effective pharmacist. This programme is for pharmacists who are undertaking the Health Education and Improvement Wales (HEIW) GP training programme.

Welcome!

Welcome to the new GP transition programme E-portfolio. If have any question about the platform please contact our technical enquiries team at eportfolio@rpharms.com

Learning Events	Evidence of Learning
Clinical Examination Skills (CES) 0 0	Evidence of Learning 0
Telephone Consultation Skills (TCS) 0 0	

End of Programme	Learning Tools and Records
End of Programme Review Not Started	Learning Needs Analysis (LNA) 1 0
	CPD Planned 0 0
	CPD Unplanned 0 0
	Peer Discussion 0 0
	Reflective Account 0 0

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3.2 Tutors

You will be assigned a Tutor by the administration team. This is required before you can start using your E-portfolio.

3.3 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 roles in the glossary at the end of this document.

	Tool	Learner	Tutor	Administrator
	End of Programme Review	✓	✓	✓
CPD	CPD Planned	✓	✓ (View only)	✓ (View only)
	CPD Unplanned	✓	✓ (View only)	✓ (View only)
	Peer Discussion	✓	✓ (View only)	✓ (View only)
	Reflective account	✓	✓ (View only)	✓ (View only)
	Evidence of Learning	✓	✓	✓
	Framework summary	✓	✓	✓
	Learning Needs Analysis (LNA)	✓	✓	✓
	Learner Actions	✓	✓ (View only)	✓ (View only)
Learning Events	Clinical Examination Skills (CES)	✓	✓ (View only)	✓ (View only)
	Telephone Consultations Skills (TCS)	✓	✓ (View only)	✓ (View only)

4 Identifying your Development Needs

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

4.1 Learning Needs Analysis (LNA)

The learning needs analysis enables you to assess your practice against the General Practice Pharmacist 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 (LNA)**” option from the left-hand navigation menu or the “**Learning Tools and Records**” area on the main home page dashboard.

The screenshot shows the user interface for the General Practice Transition Programme. On the left is a dark navigation menu with the 'Learning Needs Analysis (LNA)' option highlighted with a green box. The main content area has a header 'General Practice Transition Programme' and a 'Welcome!' message. Below the welcome message are three main sections: 'Learning Events' (with 'Clinical Examination Skills (CES)' and 'Telephone Consultation Skills (TCS)' each having a '0' in a circle), 'Evidence of Learning' (with 'Evidence of Learning' having a '0' in a circle), and 'Learning Tools and Records' (with 'Learning Needs Analysis (LNA)' having a '1' in a circle and other options like 'CPD Planned', 'CPD Unplanned', 'Peer Discussion', and 'Reflective Account' each having a '0' in a circle).

Select “**Add New**” to open up a new learning needs analysis.

This screenshot shows the 'Add New' button in a pink box. Below it is a table header with three columns: 'Title', 'Date Created', and 'Actions'.

The screenshot shows the 'Learning Needs Analysis' form. It has a toggle for 'Learning Needs Analysis' and a section for 'Learning Needs Analysis Details' with fields for 'Title *' and 'Date *'. Below this is the 'Knowledge and Capability Guide' table.

Knowledge and Capability Guide		Current ability	Priority
GP Practice Structure	Structure of a General practice, to include size, patient demographics, staff profile, administration processes and appointment systems	High Medium Low	High Medium Low
Repeat Prescribing Processes	Repeat prescribing process in a General Practice	High Medium Low	High Medium Low

Work through the sections and assess yourself against all the competencies.

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

Learning Needs Analysis Details

Learning Needs Analysis Details

Title *

Date *

Knowledge and Capability Guide		Current ability	Priority
GP Practice Structure	Structure of a General practice, to include size, patient demographics, staff profile, administration processes and appointment systems	<input checked="" type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low	<input type="radio"/> High <input type="radio"/> Medium <input checked="" type="radio"/> Low
Repeat Prescribing Processes	Repeat prescribing process in a General Practice	<input type="radio"/> High <input type="radio"/> Medium <input checked="" type="radio"/> Low	<input checked="" type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low
Acute Medication Prescribing Process	Acute prescribing process in a General Practice	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low

Full details of all icons can be found in the table under **‘Click to Toggle’**.

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

A tool to enable you to assess your knowledge and skill in accordance with the GP transition programme knowledge and capability guide.

Work through the competencies in the learning needs analysis and rate your ability in demonstrating the competencies and how important it is to your practice at this time.

Once you have completed your ability and priority scoring, you can create actions to address your learning needs. This tool supports prioritising your learning needs.

Explanation of rating and icons

Current Ability:

High I have evidence to show I have the knowledge, skill, behaviour or experience needed to consistently demonstrate this outcome at the required level.

Medium I have this knowledge, skill, behaviour or experience but have not had the opportunity to fully demonstrate this outcome at the required level.

Low I don't have the knowledge, skill, behaviour or experience to demonstrate this outcome yet.

Priority:

High This is high priority for my practice at this time.

Medium This is medium priority for my practice at this time.

Low This is low priority for my practice at this time.

4.1.2 Creating and managing tasks

Clicking ‘add new’ in the ‘add actions’ section 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.

Add Actions

No existing tasks found.

My Action
✕

Action (What am I going to do?) *

Evaluation and Outcome (Show how you have achieved your action)

Target Date *

Save Task

Close

Your tasks are saved in the **“Learner Actions”** area under the heading **“My Actions”**.

My Actions
This is a list of all of actions created within other forms and records (e.g., from learning events, evidence of learning, learning needs analysis and CPD records).

Show 10 entries Search:

Date	Evidence Title	Evidence Type	Action	Completed	Completed Date
01/09/2022	N/A	Learning Needs Analysis (LNA)	Action 1	Mark as Complete	
07/10/2022	N/A	Learning Needs Analysis (LNA)	Action 2	Mark as Complete	
18/11/2022	N/A	Learning Needs Analysis (LNA)	Action 3	Mark as Complete	

Showing 1 to 3 of 3 entries Previous 1 Next

When you have completed a task, ensure you mark the task as complete in the **“My Actions”** area. Find the task on your list and click on **“Mark as Complete”**. Enter the ***Date Completed*** and select **“Mark as Completed”**.

Mark Action as Completed

Action Details

Evidence Type Learning Needs Analysis (LNA)

Title

Target Date 07/10/2022

Action Action 2

Evaluation and outcome

Date Completed

Cancel

Mark as Completed

Completed tasks appear with a tick icon next to them. Each column can be sorted according to your needs by clicking on the column title.

My Actions
This is a list of all of actions created within other forms and records (e.g., from learning events, evidence of learning, learning needs analysis and CPD records).

Show entries Search:

Date	Evidence Title	Evidence Type	Action	Completed	Completed Date
18/11/2022	N/A	Learning Needs Analysis (LNA)	Action 3	Mark as Complete	
07/10/2022	N/A	Learning Needs Analysis (LNA)	Action 2	<input checked="" type="checkbox"/>	
01/09/2022	N/A	Learning Needs Analysis (LNA)	Action 1	<input checked="" type="checkbox"/>	27/07/2022

Showing 1 to 3 of 3 entries Previous Next

The next section allows you to add your comments to the learning needs analysis and save any changes.

5 Recording and Planning Your Development

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

5.1 Learner 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 “**Learner Actions**” option in the navigation section in the side navigation menu.

You will see a list of actions pulled from your E-Portfolio, where you can “**Mark as Complete**” on a specified date, as shown above (Section 4.1.2).

6 Using Learning Events to Support your Development

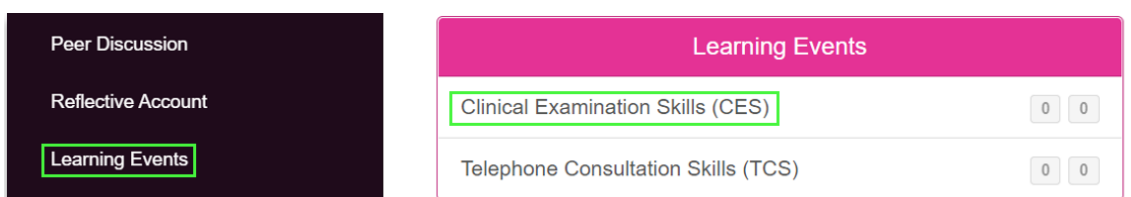
Learning events tools support the development of specific knowledge, skills, or attributes. Examples are:

- Clinical Examination Skills (CES)
- Telephone Consultations Skills (TCS)

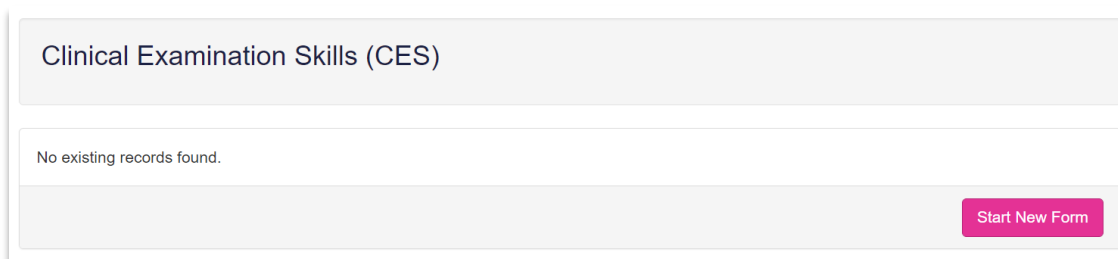
These are for you to document your attendance at relevant workshops and map to the framework. There is no requirement for your tutor to sign these off.

6.1 Clinical Examination Skills (CES)

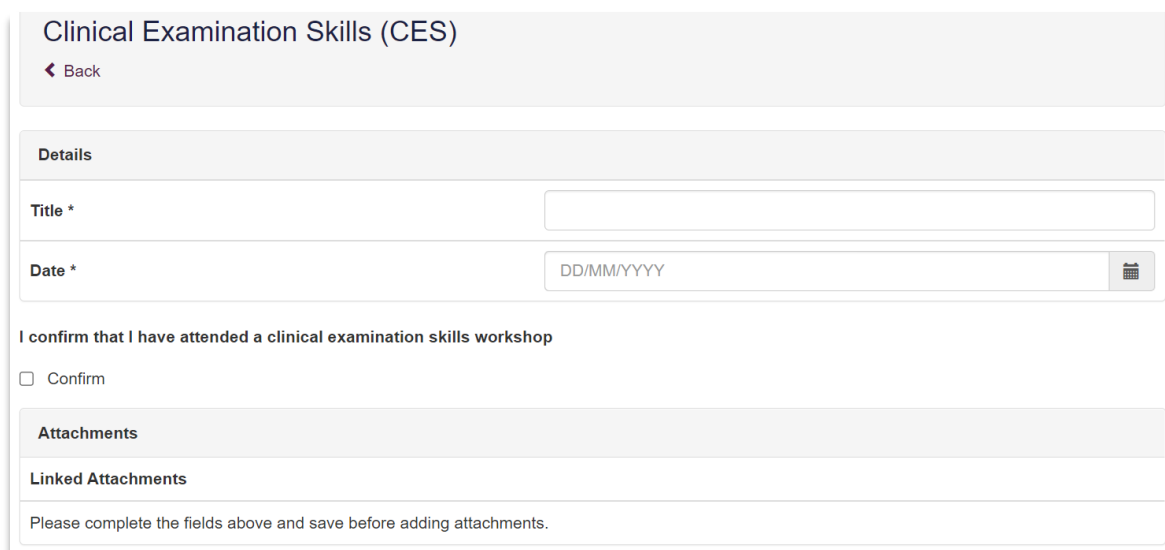
Select the “**Clinical Examination Skills**” option under the “**Learning Events**” area of your home dashboard page or by selecting “**Learning Events**” from the side navigation menu.



Select “**Start New Form**”

The image shows a form titled 'Clinical Examination Skills (CES)'. Below the title, it says 'No existing records found.' At the bottom right of the form, there is a pink button labeled 'Start New Form'.

Fill in the appropriate sections and tick to confirm you have attended the workshop. You can upload your certificate of attendance (if you have one) in the attachments section.

The image shows the 'Clinical Examination Skills (CES)' form with a 'Back' link. It has a 'Details' section with 'Title *' and 'Date *' fields. Below this is a confirmation statement: 'I confirm that I have attended a clinical examination skills workshop' with a 'Confirm' checkbox. There is also an 'Attachments' section with 'Linked Attachments' and a note: 'Please complete the fields above and save before adding attachments.'

Once completed, scroll to the “**Framework Mapping**” section, to see the list of competencies. Select the ones you felt were achieved from this workshop.

Framework Mapping

Consider what learning outcome(s) this record provides evidence for and map to all that apply

Knowledge and Capability Guide

Knowledge and Capability Guide

GP Practice Structure

Structure of a General practice, to include size, patient demographics, staff profile, administration processes and appointment systems

Repeat Prescribing Processes

Repeat prescribing process in a General Practice

Acute Medication Prescribing Process

Acute prescribing process in a General Practice

GP Computer System

Ability to use the GP computer system, to check Patient Medication Records, relevant clinical information, drug monitoring, add

[Create Record](#)

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

Attachments can be added at this stage. Two additional options will also appear. “**Update Record**” will save any changes made and “**Update and Complete Record**” will save and complete the record. With this option, you will no longer be able to edit the record.

[Update and Complete Record](#)

[Update Record](#)

6.2 Telephone Consultation Skills (TCS)

Select the “**Telephone Consultation Skills**” option under the “**Learning Events**” area of your home dashboard page or by selecting “**Learning Events**” from the side navigation menu.

Peer Discussion	Learning Events	
Reflective Account	Clinical Examination Skills (CES)	0 0
Learning Events	Telephone Consultation Skills (TCS)	0 0

Select “**Start New Form**”

Telephone Consultation Skills (TCS)

No existing records found.

[Start New Form](#)


Fill in the appropriate sections and tick to confirm you have attended the workshop. You can upload your certificate of attendance, if you have one, in the attachments section.

Telephone Consultation Skills (TCS)

[← Back](#)

Details

Title *

Date * 

I confirm that I have attended a telephone consultation skills workshop

Confirm

Attachments

Linked Attachments

Please complete the fields above and save before adding attachments.

Once completed, scroll to the **“Framework Mapping”** section, to see the list of competencies. Select the ones you felt were achieved from this workshop.

Framework Mapping*

Consider what learning outcome(s) this record provides evidence for and map to all that apply

Knowledge and Capability Guide

Knowledge and Capability Guide

- GP Practice Structure
 - Structure of a General practice, to include size, patient demographics, staff profile, administration processes and appointment systems
- Repeat Prescribing Processes
 - Repeat prescribing process in a General Practice
- Acute Medication Prescribing Process
 - Acute prescribing process in a General Practice
- GP Computer System
 - Ability to use the GP computer system, to check Patient Medication Records, relevant clinical information, drug monitoring, add

[Create Record](#)

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

Attachments can be added at this stage. Two additional options will also appear. **“Update Record”** will save any changes made and **“Update and Complete Record”** will save and complete the record. With this option, you will no longer be able to edit the record.

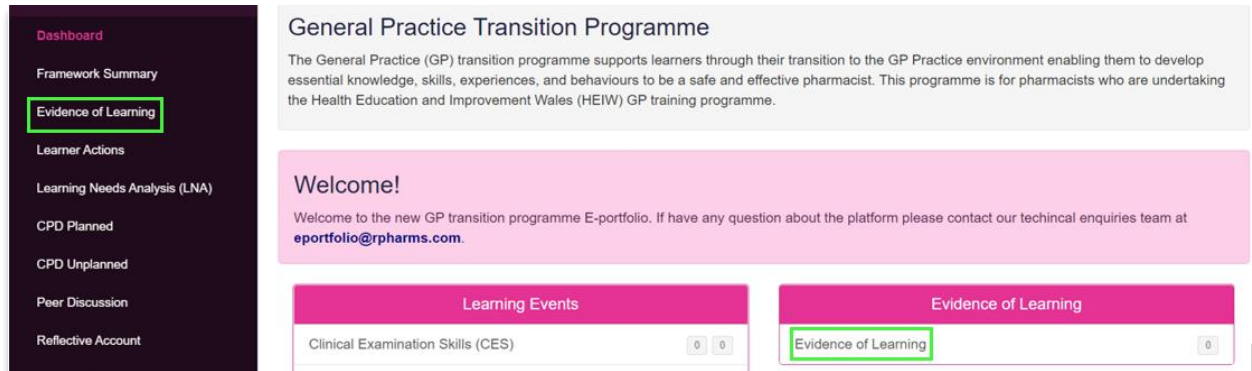
[Update and Complete Record](#)

[Update Record](#)

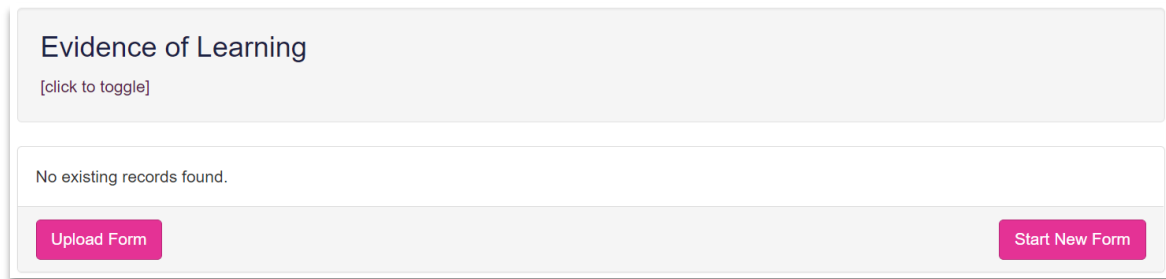
7 Evidence of Learning

This tool allows you to record your evidence of learning for the General Practice transition programme.

To start submitting your evidence select either the “**Evidence of Learning**” option from the side navigation menu, or “**Evidence of Learning**” from the dashboard.



This will take you to the page below. To create a record, select the “**Start New Form**” button.

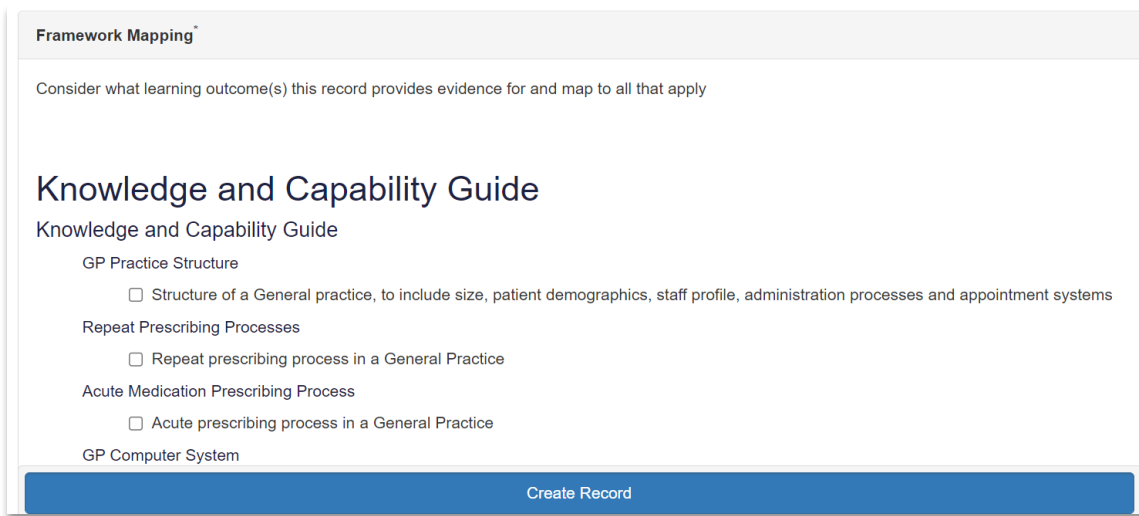


You will then see the below screen where you can log your evidence. The “**Summary of evidence**” section is for you to provide context to your evidence for your tutor.

You will be able to add actions and attachments when you have created the record.

After completing the initial details for your **Evidence of Learning** you will scroll down to the **Framework Mapping**. Here you can select all the learning outcome(s) which your evidence will support. You can select a learning outcome by ticking the check box to the left of it.

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



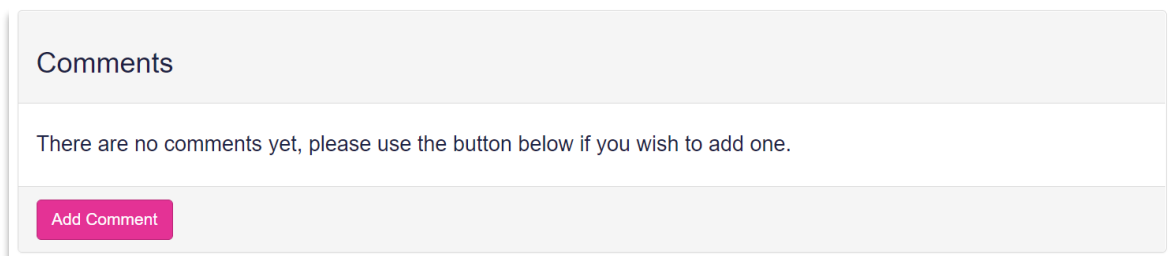
You will then be able to “**Add Actions**”, “**Comments**” and “**Attachments**”.

Add actions – see section 4.1.2.

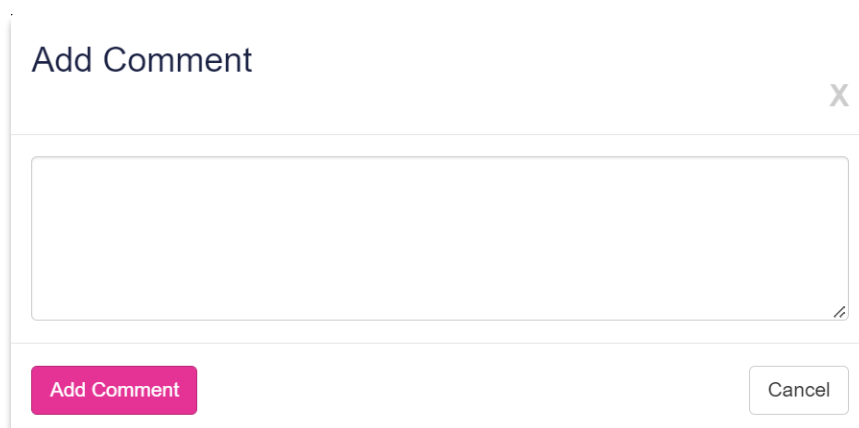
Adding a comment

You can add any comments that you want your tutor to see in this section (your tutor can also leave comments for you).

Click on the “**Add Comment**” option to do this.



The box below will pop up for you to type your comment then select “**Add Comment**”.



To attach your evidence as an attachment, please do so in the section shown below. File types that can be uploaded include Word, Excel, pdf, audio files, images. Please ensure that you remove any information

that might identify individuals (including patients) or seek appropriate consent from individuals before uploading files. (Maximum file size 25MB).

Selecting “**Update Record**” will save any changes made.

The screenshot shows a web interface for managing attachments. It is divided into two main sections: 'Linked Attachments (0)' on the left and 'New Attachment' on the right. The 'New Attachment' section includes a 'Choose file' button, a 'Choose files' button with the text 'No file chosen', a 'File description:' label, a text input field, and a 'Save' button. At the bottom of the entire form is a large blue button labeled 'Update Record'.

Please note that you will not be able to sign off these records yourself. Your tutor will assess your evidence and make the decision.

Once updated you will be able to see your Evidence of Learning record on the **Evidence of Learning** page. Here you can view feedback and make edits to the records.

The screenshot displays the 'Evidence of Learning' page. At the top, there is a header 'Evidence of Learning' with a '[click to toggle]' link. Below this is a table with the following data:

Title	Date	Date Created	Completed	Actions
Evidence of learning 1	22/07/2022	22/07/2022		View Edit

At the bottom of the page, there are two buttons: 'Upload Form' on the left and 'Start New Form' on the right.

8 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 annually.

8.1 Planned CPD

To start entering your CPD select either the “CPD Planned” option from the side navigation menu, or “CPD Planned” under the “Learning Tools and Records” section of the dashboard.

The screenshot shows a dashboard with a dark purple sidebar on the left containing navigation options: Learner Actions, Learning Needs Analysis (LNA), CPD Planned (highlighted with a green box), CPD Unplanned, Peer Discussion, Reflective Account, Learning Events, Useful Resources, End of Programme Review, Back to Programmes, My Details, Help, and Logout. The main content area has a pink header with a 'Welcome!' message and a session timer. Below the header are three sections: 'Learning Events' with 'Clinical Examination Skills (CES)' and 'Telephone Consultation Skills (TCS)' (both 0/0), 'Evidence of Learning' with 'Evidence of Learning' (0), and 'Learning Tools and Records' with 'Learning Needs Analysis (LNA)' (1/1), 'CPD Planned' (0/0, highlighted with a green box), 'CPD Unplanned' (0/0), 'Peer Discussion' (0/0), and 'Reflective Account' (0/0). There is also an 'End of Programme' section with 'End of Programme Review' (Not Started).

This will take you to the page below. To create a record, select the “Start New Form” button.

The screenshot shows a page titled 'General Practice Transition Programme'. The text describes the programme: 'The General Practice (GP) transition programme supports learners through their transition to the GP Practice environment enabling them to develop essential knowledge, skills, experiences, and behaviours to be a safe and effective pharmacist. This programme is for pharmacists who are undertaking the Health Education and Improvement Wales (HEIW) GP training programme.' Below this is a section titled 'CPD Planned' which contains the text 'No existing records found.' and a pink 'Start New Form' button.


You will then see the below screen where you can insert the details of your CPD record.

CPD Planned

[← Back](#)

Details

Title *

Start date * 

What are you planning to learn? *

Tell us what learning you are planning to carry out. What you need to learn may be new knowledge, skills, or a new attitude or approach – anything that you think will make you better able to do your job as a pharmacy professional or prepare you for a new service or role. You should be as specific as possible.

You should explain why this learning is relevant to you in your role as a pharmacy professional and how it will affect the people using your services. If you don't think it is relevant or will have a significant beneficial impact on anyone, you might want to consider why you are planning to carry out and record this learning.

Please take care not to disclose any confidential information about patients without their consent.

How are you planning to learn it? *

It is important for you to consider a range of options for achieving your learning across the breadth of your CPD entries. Focus your planned CPD on those activities that are relevant to, or likely to have the biggest impact on, the people using your services.

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

Putting learning into practice is a good way to prove that you have actually learnt what you intended. Tell us what specific skills, attitudes and/or behaviours you have gained as a result of your learning.

Include a real example of how the people using your services have benefited from your learning. If you were able to introduce a new service successfully, the benefits will be clear. If you are more confident in your ability to respond to a particular query, or have some new knowledge that you can use in your practice, that is also a beneficial outcome.

Do include any feedback about your practice that you have had from other people.

After completing the initial details for your CPD you will scroll down to the **Framework Mapping**. 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.

You can come back and edit this at any point and link your record to the learning outcomes.

Framework Mapping

Consider what competencies this record provides evidence for and map to all that apply

Knowledge and Capability Guide

Knowledge and Capability Guide

GP Practice Structure

Structure of a General practice, to include size, patient demographics, staff profile, administration processes and appointment systems

Repeat Prescribing Processes

Repeat prescribing process in a General Practice

Acute Medication Prescribing Process

Acute prescribing process in a General Practice

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

- Management of Diabetes (Oral Medication) – metformin, gliptins, SGLT2, gliclazide etc
- Management of Diabetes (injectables) – GLP1, insulins
- Management of Asthma – SABA, ICS, montelukast, theophylline etc
- Management of COPD – LAMA, LAMA/LABA, SABA/SAMA, ICS, carbocisteine, oral supplements, triple therapy etc
- Antibiotics

[Create Record](#)

You will be able to edit this record and update any changes by clicking **“Update Record”**. To complete the record, click the **“Update and Complete Record”** option. Note: You will not be able to edit this record if you select this option.

The following message will appear when you click the **“Update and Complete Record”** option.

Complete CPD Planned X

Please confirm that you would like to update and complete this CPD Planned by clicking the "Update and Complete Record" button below. Completing will lock the form from any further editing.

[Update and Complete Record](#)

Once completed you will be able to see your CPD record on the **CPD planned** page. Here you can make edits to the records you have not completed yet and view your completed records.

CPD Planned			
Title	Start date	Date Created	Actions
CPD	20/07/2022	22/07/2022	View
CPD 2	22/07/2022	22/07/2022	View Edit

[Start New Form](#)

8.2 Unplanned CPD

To start entering your CPD select either the **“CPD Unplanned”** option from the navigation menu or **“CPD Unplanned”** under the **Learning Tools and Records** section of the dashboard.

Learner Actions

- Learning Needs Analysis (LNA)
- CPD Planned
- CPD Unplanned
- Peer Discussion
- Reflective Account
- Learning Events
- Useful Resources
- End of Programme Review
- ← Back to Programmes
- My Details
- Help
- Logout

Toggle menu
Session expires in 33:08

Welcome!

Welcome to the new GP transition programme E-portfolio. If have any question about the platform please contact our technical enquiries team at eportfolio@rpharms.com.

Learning Events

- Clinical Examination Skills (CES) 0 0
- Telephone Consultation Skills (TCS) 0 0

Evidence of Learning

- Evidence of Learning 0

End of Programme

- End of Programme Review Not Started

Learning Tools and Records

- Learning Needs Analysis (LNA) 1 1
- CPD Planned 0 0
- CPD Unplanned 0 0
- Peer Discussion 0 0
- Reflective Account 0 0

The form and process for unplanned CPD records is similar to planned CPD records. The main differences are the fields you need to complete. The forms have been aligned to the forms used by the General Pharmaceutical Council (GPhC) for revalidation.

CPD Unplanned

[← Back](#)

Details

Title *

Start date *

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

Tell us about the event or activity. Be specific about the event or activity you describe. If you read an article give it a reference.

Tell us what you learnt from the event or activity in terms of the skills, knowledge, attitudes and/or behaviours you have adopted.

Please take care not to disclose any confidential information about patients without their consent.

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

Include a real example of how the people using your services have benefited from your learning. If you are able to introduce a new service successfully, the benefits will be clear. If you are more confident in your ability to respond to a particular query, or have some new knowledge that you can use in your practice, that is also a beneficial outcome.

Do include any feedback about your practice that you have had from other people.

Create Record

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.

Learner Actions

☰ Toggle menu

⌚ Session expires in 33:06

Welcome!

Welcome to the new GP transition programme E-portfolio. If have any question about the platform please contact our technical enquiries team at eportfolio@rpharms.com.

Learning Events

Clinical Examination Skills (CES)	0 0
Telephone Consultation Skills (TCS)	0 0

End of Programme

End of Programme Review	Not Started
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Evidence of Learning

Evidence of Learning	0
----------------------	---

Learning Tools and Records

Learning Needs Analysis (LNA)	1 1
CPD Planned	0 0
CPD Unplanned	0 0
Peer Discussion	0 0
Reflective Account	0 0

- Learning Needs Analysis (LNA)
- CPD Planned
- CPD Unplanned
- Peer Discussion**
- Reflective Account

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

Peer Discussion			
Title	Date	Date Created	Actions
Peer discussion 1	22/07/2022	22/07/2022	<input type="button" value="View"/> <input type="button" value="Edit"/>
			<input type="button" value="Start New Form"/>


Complete all sections of the form.

Peer Discussion

[← Back](#)

Details

Title *

Date * 

Please give the name, contact details and the role of your peer on this occasion

Name of Peer *

Role *

Organisation *

Telephone *

Email *

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

Tell us why you chose this peer.

Tell us how this peer discussion has helped you to reflect on and make improvements to your practice.

Give a real example of any beneficial outcomes for the people using your services as a result of making changes to your practice.

Do include any feedback about your practice that you have had from other people.

You do not have to include information on the subject(s) discussed if you feel the contents are confidential.

You will be able to add attachments when you have created the record.

Attachments

Linked Attachments

Please complete the fields above and save before adding attachments.

After completing the initial details for your Peer Discussion, you will scroll down to the **Framework Mapping** section. Here you can select all the learning outcome(s) which your Peer Discussion record will support. You can select a learning outcome by ticking the check box to the left of it.

Framework Mapping

Consider what learning outcome(s) this record provides evidence for and map to all that apply

Knowledge and Capability Guide

Knowledge and Capability Guide

GP Practice Structure

Structure of a General practice, to include size, patient demographics, staff profile, administration processes and appointment systems

Repeat Prescribing Processes

Create Record

Select “**Create Record**” to save your peer discussion.

You will then be able to add attachments if required. To save, select “**Update Record**” and to save and complete select “**Update and Complete Record**”. Note: You will not be able to edit this record if you select this option.

Attachments

Linked Attachments (0)	New Attachment
	<p>Choose file</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Choose files</div> No file chosen

File description:

Save

Update and Complete Record

Update Record

The following message will appear when you select the “**Update and Complete Record**” option.

Complete Peer Discussion
X

Please confirm that you would like to update and complete this Peer Discussion by clicking the "Update and Complete Record" button below. Completing will lock the form from any further editing.

Update and Complete Record

By selecting “**Back**” you will see a list of records that you can “**view**” or “**edit**”.

Peer Discussion			
Title	Date	Date Created	Actions
Peer discussion 1	22/07/2022	22/07/2022	View
Peer discussion 2	22/07/2022	22/07/2022	View Edit

[Start New Form](#)

10 Reflective Account

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 E-portfolio dashboard. On the left, a dark navigation menu lists various options, with 'Reflective Account' highlighted with a green box. The main content area features a pink header with a 'Welcome!' message and a session expiry timer. Below the header, there are three main sections: 'Learning Events' (with sub-items for Clinical Examination Skills (CES) and Telephone Consultation Skills (TCS)), 'Evidence of Learning', and 'Learning Tools and Records' (with sub-items for Learning Needs Analysis (LNA), CPD Planned, CPD Unplanned, Peer Discussion, and Reflective Account, which is also highlighted with a green box). A 'Start New Form' button is visible at the bottom right of the dashboard.

Select **“Start New Form”** to start a new record.

Reflective Account

No existing records found.

[Start New Form](#)

You will need to complete all the sections before selecting **“Create Record”**.

Reflective Account

[← Back](#)

Details

Title *

Date *

Provide a reflective account of how you met one (or more) of the GPhC's standards for pharmacy professionals. The GPhC will tell you which standard(s) to choose from each year. *

Tell us briefly about your area of work (the setting of your practice and your main roles).

Tell us briefly who the typical users of your service(s) are.

Tell us how you meet the standards for pharmacy professionals we have selected.

Give a real example(s) taken from your practice to illustrate how you meet the standards we have selected.

You will be able to add attachments when you have created the record.

Attachments

Linked Attachments

Please complete the fields above and save before adding attachments.

After completing the initial details for your Reflective Account, you will scroll down to the **Framework Mapping** section. Here you can select all the learning outcome(s) which your Reflective Account record will support. You can select a learning outcome by ticking the check box to the left of it.

Framework Mapping

Consider what learning outcome(s) this record provides evidence for and map to all that apply

Knowledge and Capability Guide

Knowledge and Capability Guide

GP Practice Structure

Structure of a General practice, to include size, patient demographics, staff profile, administration processes and appointment systems

Repeat Prescribing Processes

Repeat prescribing process in a General Practice

Acute Medication Prescribing Process

Acute prescribing process in a General Practice

GP Computer System

Create Record

Select **“Create Record”** to save your reflective account.

You will then be able to add attachments if required. To save, select **“Update Record”** and to save and complete select **“Update and Complete Record”**. Note: You will not be able to edit this record if you select this option.

Attachments

Linked Attachments (0)	New Attachment
	Choose file <input type="button" value="Choose files"/> No file chosen File description: <input style="width: 100%;" type="text"/> <input type="button" value="Save"/>

Update and Complete Record

Update Record

The following message will appear when you select the **“Update and Complete Record”** option.

Complete Reflective Account
X

Please confirm that you would like to update and complete this Reflective Account by clicking the "Update and Complete Record" button below. Completing will lock the form from any further editing.

Update and Complete Record

By selecting **“Back”** you will see a list of records that you can **“view”** or **“edit”**.

Reflective Account

Title	Date	Date Created	Actions
Reflective account 1	22/07/2022	22/07/2022	<input type="button" value="View"/>
Reflective account 2	22/07/2022	22/07/2022	<input type="button" value="View"/> <input type="button" value="Edit"/>

11 Useful Resources

This section contains a list of useful documents and templates to support you with your learning and development. Completed forms and templates can be uploaded into the “**Evidence of Learning**” section.

To view these, select “Useful Resources” from the side navigation menu.



Useful Resources

A list of useful documents and templates to support your learning and development.
Completed forms and templates can be uploaded to the 'Evidence of Learning' section.

Useful Resources	
Consultation Peer Review	Please select a Useful Resources to view from the "Useful Resources" menu to the left.
GP Pharmacist Enquiry Answering Form	
GP Pharmacist Programme ACUTE Prescription Process Review	

12 Reviewing your Progress

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

12.1 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.

12.2 Framework summary

We have aligned the tools within our E-portfolio to the General Practice Transition Programme 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 General Practice Transition Programme knowledge and capability guide.

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

The screenshot shows the 'ROYAL PHARMACEUTICAL SOCIETY' E-portfolio interface. The left navigation menu includes 'Home', 'General Practice Transition Programme', 'Dashboard', 'Framework Summary' (highlighted with a red box), 'Evidence of Learning', 'Learner Actions', 'Learning Needs Analysis (LNA)', 'CPD Planned', 'CPD Unplanned', 'Peer Discussion', 'Reflective Account', and 'Learning Events'. The main content area is titled 'General Practice Transition Programme' and includes a description: 'The General Practice (GP) transition programme supports learners through their transition to the GP Practice environment enabling them to develop essential skills, experiences, and behaviours to be a safe and effective pharmacist. This programme is for pharmacists who are undertaking the Health Education and In Wales (HEIW) GP training programme.' Below this is a 'Framework Summary' section with a '[click to toggle]' link. At the bottom, a table header is visible with columns: 'Topic', 'Knowledge Item', 'Sign Off', 'Date', 'CES', 'TCS', 'Evidence of Learning', 'CPD Planned', 'CPD Unplanned', 'Peer Discussion', and 'Reflective Account'. A search bar is located to the right of the table header.

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. The first number displayed is the number of completed records and the second number is the total records created.


Topic	Knowledge Item	Sign Off Date	CES	TCS	Evidence of Learning	CPD Planned	CPD Unplanned	Peer Discussion	Reflective Account	Complete
GP Practice Structure	Structure of a General practice, to include size, patient demographics, staff profile, administration processes and appointment systems	3m	0	0	0	0	0	0	0	
Repeat Prescribing Processes	Repeat prescribing process in a General Practice	3m	0	0	0	0	0	0	0	
Acute Medication Prescribing Process	Acute prescribing process in a General Practice	3m	0	0	0/1	1/2	0	0/1	0	
GP Computer System	Ability to use the GP computer system, to check Patient Medication Records, relevant clinical information, drug monitoring, add	3m	0	0	0	0	0	0	1/1	

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

Topic	Knowledge Item	Sign Off Date	CES	TCS	Evidence of Learning	CPD Planned	CPD Unplanned	Peer Discussion
GP Practice Structure	Structure of a General practice, to include size, patient demographics, staff profile, administration processes and appointment systems	3m	0	0	0	0	0	0
Repeat Prescribing Processes	Repeat prescribing process in a General Practice	3m	0	0	0	0	0	0
Acute Medication Prescribing Process	Acute prescribing process in a General Practice	3m	0	0	0/1	1/2	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.

Evidence of Learning Linked Records

Evidence of learning 1 (Created on 22/07/2022)	
--	---


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.

Evidence of Learning

[click to toggle]
[← Back](#)

Details

Title *	Evidence of learning 1
Date *	22/07/2022 

Summary of evidence *

The Framework Summary displays the competencies in order of sign off date.

3 months – 3m

6 months – 6m

12 months - 12m

You can rearrange the order by clicking on the headings of each column.

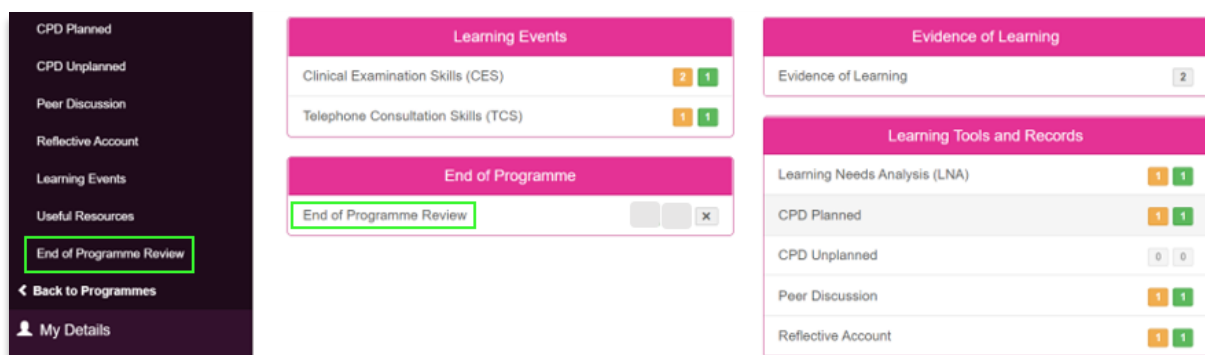
12.3 End of Programme Review

When the framework has been signed off by your tutor, you will then be able to access the “**End of Programme Review**”. This must be done in the correct order, starting with you.

Learner > Tutor > Programme Lead.

This is a declaration to confirm that you have completed all the necessary records and requirements for the GP transition programme.

Start by selecting either the “**End of Programme Review**” option from the side navigation menu, or “**End of Programme Review**” under the “**End of Programme**” section of the dashboard.



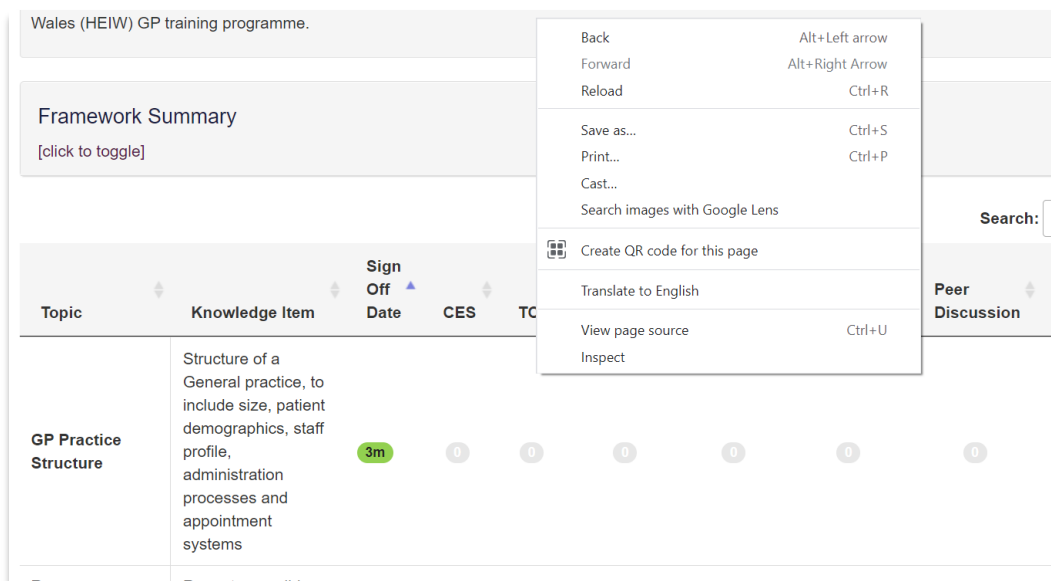
You will see the screen below where you can tick the box under ‘Learner Declaration’. Then select the ‘Submit’ button.



When you have completed this, your tutor will then be able to confirm their declaration. The final declaration will be by the Programme Lead and when this has been confirmed, a certificate will appear on your e-portfolio.

13 Printing Records

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



This will generate a print friendly pdf document.

22/07/2022, 12:57 E-portfolio

Framework Summary
[click to toggle]

Search:

Topic	Knowledge Item	Sign Off Date	CES	TCS	Evidence of Learning	CPD Planned
GP Practice Structure	Structure of a General practice, to include size, patient demographics, staff profile, administration processes and appointment systems	3m	0	0	0	0
Repeat Prescribing Processes	Repeat prescribing process in a General Practice	3m	0	0	0	0
GP Computer System	Ability to use the GP computer system, to check Patient Medication Records, relevant clinical information, drug monitoring, add consultations, add / update medication	3m	0	0	0	0
IT Systems	Ability to access information on the Trust Intranet e.g. clinical guidelines, Formulary, Trust policies	3m	0	0	0	0

14 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@rpharms.com

If you have any queries about the General Practice Transition Programme, please contact HEIW.

Acknowledgements

RPS E-Portfolio designed by AXIA

AXIA Digital, Suite 58, Batley Business Park, Batley, West Yorkshire, WF17 6ER



15 Glossary

Term	Description
Learner	An individual who is using the E-portfolio for their learning and development.
Tutor	An individual who supports a pharmacist with their learning and development, who may or may not be based in the same workplace.
Employer	Individual or organisation employing a pharmacist.
Administrator/Programme Lead	HEIW – approving requests, final sign off when complete to generate certificate
Registered user	A user registered on RPS website who does not have an RPS membership account.
Learning Event (LE)	A learning and development tool that supports the development of specific knowledge, skills, or attributes.

ROYAL PHARMACEUTICAL SOCIETY

