

ePortfolio guidance

How to access an ARCP Panel as a Panel Member

ARCP Panel Members access to trainee's

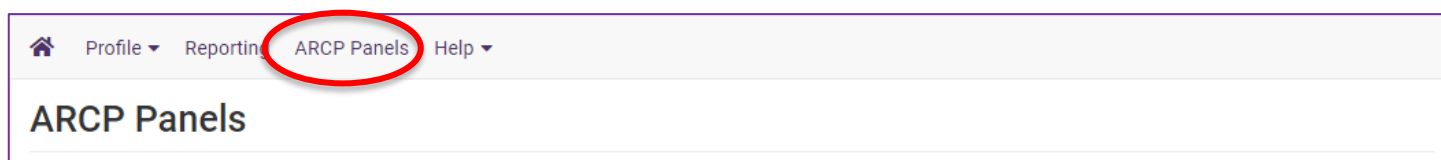
Improvements have been made to incorporate the ARCP Panel process within the ePortfolio. This will give the deanery administrators responsibility to create and set up and manage ARCPs on the ePortfolio. The ARCP Panel will include a list of all panel members and a list of all trainees that will be reviewed.

When a panel member is added to the ARCP Panel and trainees are also linked to this ARCP, the panel members will automatically be given the '**ARCP reviewer role**' to enable them to access the trainees for this ARCP only. **Access will automatically be given to the panel member to review the trainees ePortfolio account up to 4 weeks prior to the ARCP date.**

ARCPs taking place within 4 weeks will be displayed under the ARCP panel on the home page with a list of all the trainees to review prior to the review date.

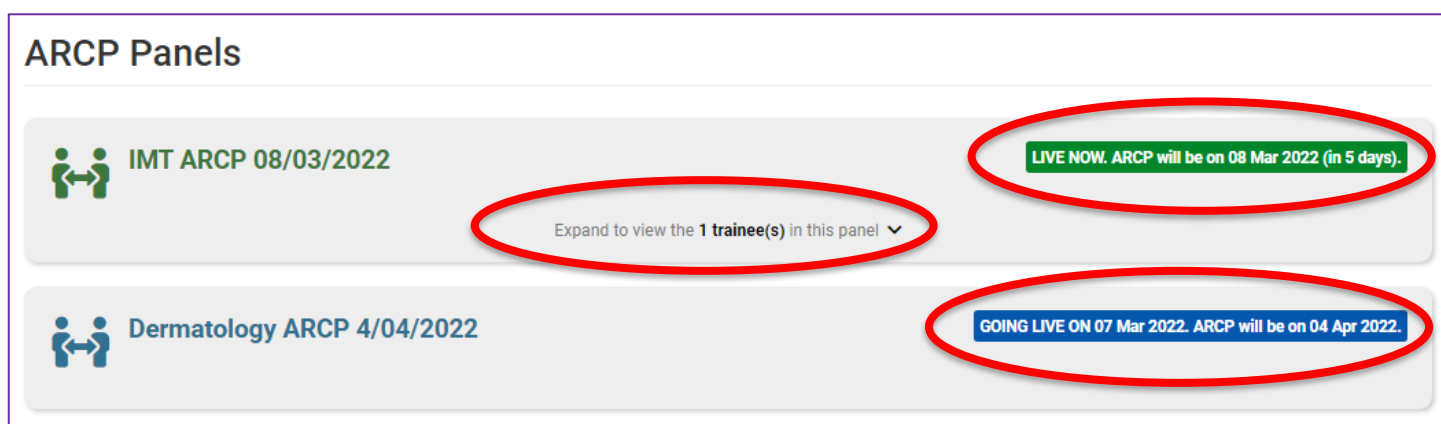
Follow the steps to access the ARCP panel and trainees:

1. Log in to the ePortfolio site www.nhseportfolios.org and ensure you switch your user role to 'ARCP Reviewer Role'
2. Select the 'ARCP Panels' tab from the menu bar. This will display all the ARCPs the panel member has been assigned to



3. If ARCP Panels have been set up they will be listed detailing the name and date of the ARCP and how many trainees are being reviewed.

Example below: the panel member has been assigned to two ARCPs taking place. One is within 4 weeks and one is more than 4 weeks. There is an alert against each ARCP panel to confirm when it will 'go live' which will indicate whether the panel member can access to the trainees and also how long they have until the ARCP date to review the trainees ePortfolio.



For ARCPs within 4 weeks, the panel member can view each trainee that has been linked to that ARCP and review the ePortfolio. They can see how many trainees are on each ARCP by expanding the 'Expand to view the 2 trainee(s) in this panel'

If ARCPs are set up in the future beyond 4 weeks of the reviews taking place, then the **panel members will not have access until the ARCP date is within 4 weeks timeframe**. They will see they have an upcoming ARCP but won't be able to access the trainees until it's within 4 weeks.

This is an automated process and once the ARCP date is within 4 weeks, this will then become active on the ePortfolio and allow the panel members to review the trainees. After the ARCP date expires, the ePortfolio will automatically remove access from the panel members.

The screenshot shows the 'ARCP Panels' section. At the top, it displays 'IMT ARCP 08/03/2022' with a green status bar that reads 'LIVE NOW. ARCP will be on 08 Mar 2022 (in 5 days)'. Below this, there is a button that says 'Collapse the 1 trainee(s) in this panel ^'. The main panel area shows 'Dr Christopher Smith' with a yellow 'FL' badge. To the right, it lists 'IMY2 - Royal London Hospital - Internal Medicine Training (LON)' with dates '(05 Aug 2021 to 09 Aug 2022)'. Below the name, there is a red 'Not Reviewed' status. A 'View' button is visible on the right. Annotations include red circles around the 'Collapse' button, the 'LIVE NOW' bar, and the 'Not Reviewed' status. Purple callout boxes provide instructions: 'Click on 'view' to access the trainee's account' and 'Reviewers can see status of trainee whether it has been reviewed or not e.g. ARCP form completed'.

Panel members will be notified by the deanery administrators which ARCP they will be attending and reviewing with a list of trainees in advance.