



# Post-Registration Foundation Programme (FP2): Portfolio user guide

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## How to find and log into the portfolio system

1. To access the portfolio system, go to the NICPLD website (<http://www.nicpld.org>). **Log in** as you would normally at the top right hand side of the page, and then click on the 'Post-reg Foundation' icon on the right hand side.



2. Select the FP2 Post- Reg Foundation Programme



3. You will then access the FP2 Foundation Programme home page, from here there is a sub menu on the righthand side. Select the ePortfolio tab towards the bottom

FP2 builds upon FP1, and pharmacists must have completed FP1 before commencing FP2.

A recording of the Post-Reg FP2 (PRFP) launch webinar from wednesday 23rd August 2023 can be viewed at <https://vimeo.com/857149839/aac90bac66?share=copy>. Click [here](#) for a handout of the slides.

The aims of Part 2 of the NICPLD Post-reg Foundation Programme (FP2) are to build on the experience pharmacists gained in FP1, to support patient-focused pharmacists in Northern Ireland to provide proficient patient care, and to provide a 'stepping stone' to Advanced Practice. The emphasis in FP2 is on achieving the FP2 learning outcomes, which are based on the outcomes of the RPS Post-registration Foundation Pharmacist Curriculum<sup>1</sup>, using authentic activities in the workplace.

During FP2, pharmacists will develop a practice portfolio to demonstrate that they have achieved the FP2 learning outcomes. They will undertake practice activities in two different practice areas (or domains) to help them to do this. The FP2 practice activities are tools which have been designed to help pharmacists demonstrate and evidence their achievement of the FP2 learning outcomes. Reflective practice is encouraged and FP2 pharmacists are expected to maintain appropriate Continuing Professional Development (CPD) records.

Throughout FP2, pharmacists will be supported in the workplace by an Educational Supervisor (ES). In larger workplace establishments the ES may be assisted by local Practice Supervisors (PS) who are able to support the FP2 pharmacist's learning and development and observe their practice on a more routine basis. There are also workshops/webinars and online courses for FP2 pharmacists and a formal assessment process.

General Info	
Handbook	
Administrative Forms	
Team	
Educational/Practice Supervisor Information	
Checklist for ES	
Checklist for PS	
Workbased Learning	
Practice Activities	
Checklist of Evidence	
Workshops/Webinars	
Templates	
ePortfolio	
ePortfolio	
ePortfolio user guide	
Portfolio submission	
Checklist of evidence	

4. After selecting 'ePortfolio' a new window will open. You will be automatically logged into the portfolio system as you have already logged into NICPLD.

**Remember you must log into the NICPLD website (see Step 1) before you can access the Portfolio system.**

### How to navigate between the Domains and Learning Outcomes

1. When you initially enter the portfolio system, you will see the two **Domains**, presented as coloured boxes. The two domains are Proficient Patient Care and Evidence based practice. Simply click on a Domain to access it.



2. Within each Domain, you will be presented with a set of **Learning Outcomes** relevant to that Domain.

For example, the Domain Proficient Patient Care, contains 22 learning outcomes numbered 56-78 (three of which are shown in the screen shot below).

Competencies / Learning outcomes	T1	T2	T3	T4	Evidence
56 Systematically obtain a structured history, including mental health and collateral history, in sometimes difficult or challenging conditions (e.g. unreliable or incomplete sources of information); includes but not limited to patient examination, cognitive, psychiatric and	+ 0 -	+ 0 -	+ 0 -	+ 0 -	
57 Demonstrate clinical reasoning by gathering focused information relevant to the person's care and according to the presenting situation	+ 0 -	+ 0 -	+ 0 -	+ 0 -	
58 Access and interpret all available and relevant patient records to ensure knowledge of the person's management to date	+ 0 -	+ 0 -	+ 0 -	+ 0 -	

## How to add a rating to a competency

1. A self-assessment ratings panel is located to the right-hand side of the Learning Outcomes. This panel allows you to self-assess your competence level at four time-points during the course. These time-points (T) are designated as T1 (start of course), T2, T3 and T4 (end of course).

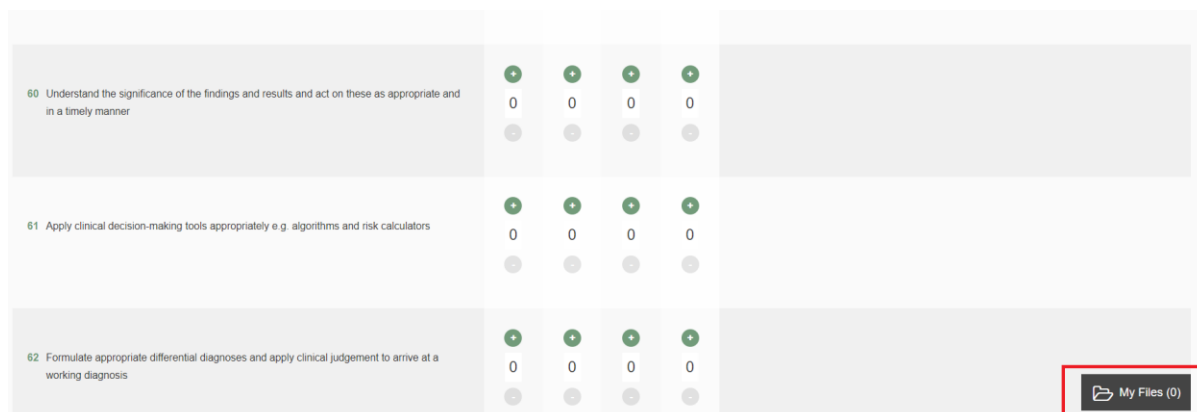
The + button allows you to increase your self-assessment rating and the – button allows you to decrease your self-assessment rating.

Competencies / Learning outcomes	T1	T2	T3	T4	Evidence
56 Systematically obtain a structured history, including mental health and collateral history, in sometimes difficult or challenging conditions (e.g. unreliable or incomplete sources of information); includes but not limited to patient examination, cognitive, psychiatric and	+ 0 -	+ 1 -	+ 2 -	+ 4 -	
57 Demonstrate clinical reasoning by gathering focused information relevant to the person's care and according to the presenting situation	+ 0 -	+ 0 -	+ 0 -	+ 0 -	
58 Access and interpret all available and relevant patient records to ensure knowledge of the person's management to date	+ 0 -	+ 0 -	+ 0 -	+ 0 -	

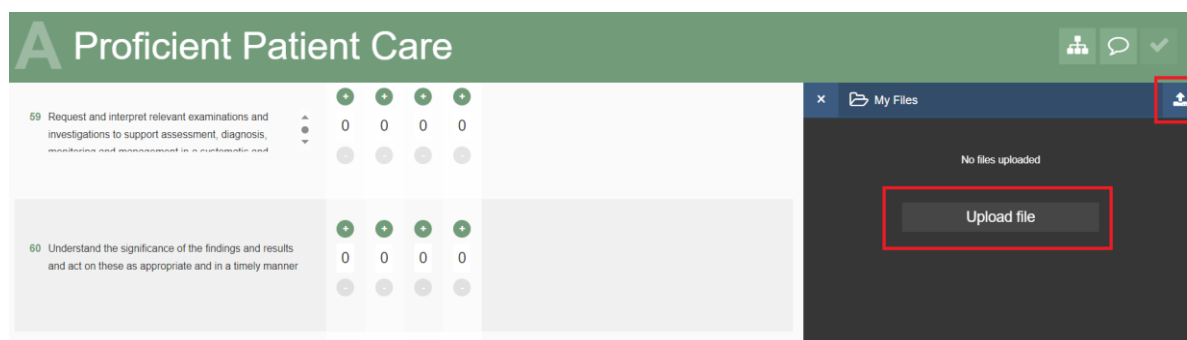
2. Before beginning to collect evidence, you should familiarise yourself with the Domains and associated Learning Outcomes. You must assign a self-assessment rating to each learning outcome at T1 before you attach uploaded evidence to a learning outcome.

## How to upload a piece of evidence into the portfolio

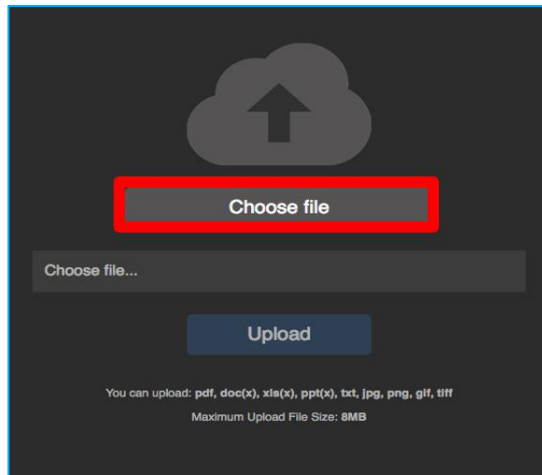
1. To upload evidence to the portfolio, open the file manager. To do this, select the button entitled “My files” which is located at the bottom right-hand corner.



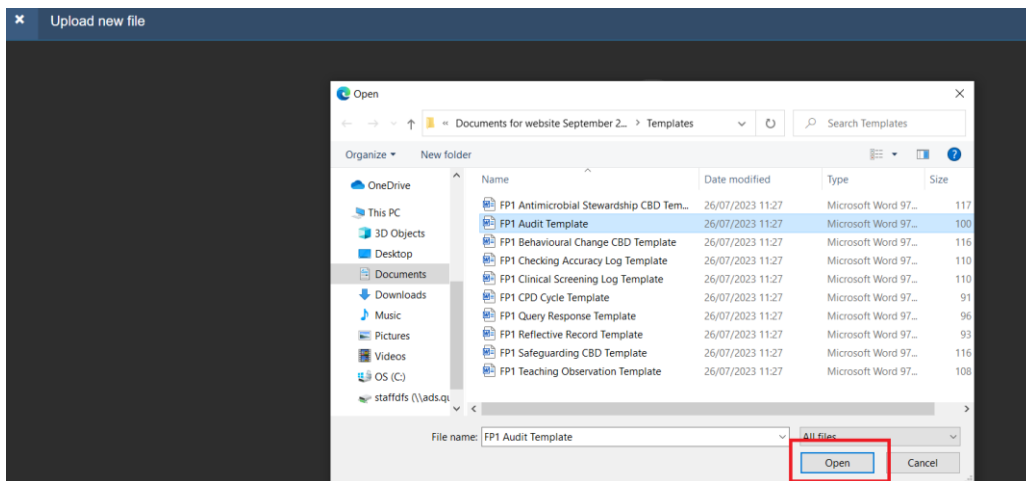
2. If this is your first time opening the file manager, the list will be empty as you have not uploaded any files yet. Click ‘Upload file’ to begin uploading a new file to your portfolio. If this is not your first time opening the file manager, to the top right hand side of the file manager there is an upload button, clicking this will open the file upload form.



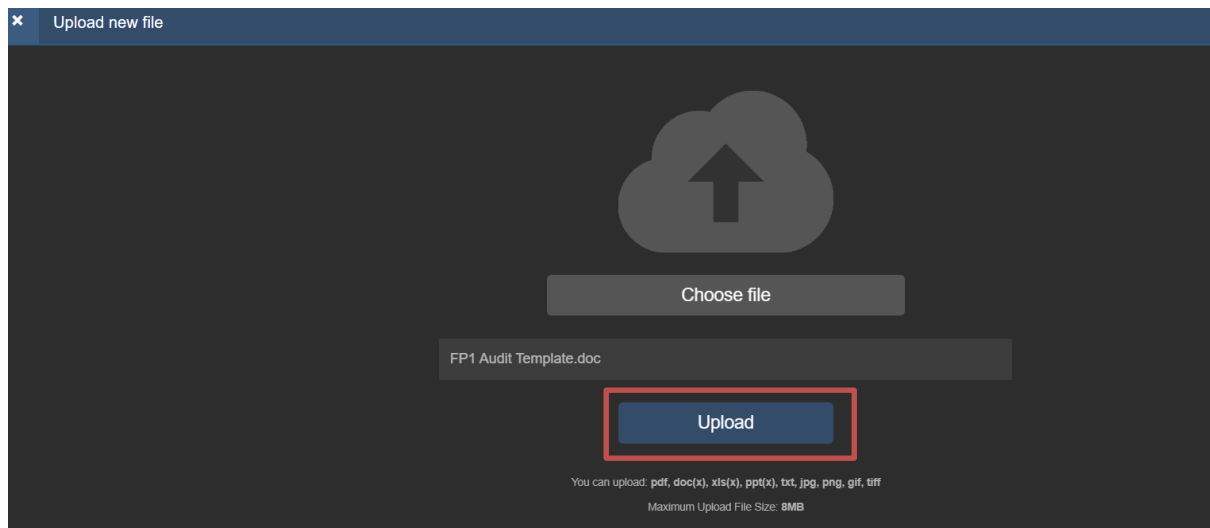
3. After clicking ‘Upload file’ the screen below will appear. To upload a new file, click on the “Choose file” button.



4. The browser file finder window will now open. Use this to navigate to the file on your computer that you wish to upload and click "Open". (Mac uses "Upload")



5. The file will now be selected and ready for upload. Click the 'Upload' button as highlighted below to complete the upload of the file into the Portfolio.



6. The newly uploaded file will now be visible in the file manager window in the Portfolio appearing at the top of the list. The list is ordered by upload in date descending order, i.e. newest first.

## How to attach an uploaded piece of evidence to a learning outcome

1. Before you can attach an uploaded piece of evidence to a learning outcome, you must apply a rating to that competency at T1.

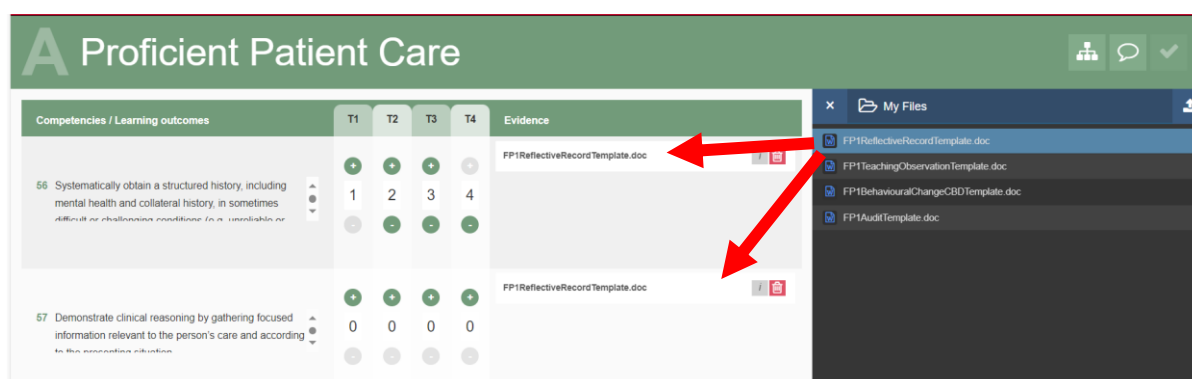
Competencies / Learning outcomes	T1	T2	T3	T4	Evidence
56 Systematically obtain a structured history, including mental health and collateral history, in sometimes difficult or challenging conditions (e.g. unreliable or	+	+	+	+	
	1	2	3	4	
	-	-	-	-	

2. Having applied a rating to each learning outcome at T1, an uploaded piece of evidence is then available to provide evidence against one or more Learning Outcomes.

In order to link an uploaded file to a particular Learning Outcome, drag the file to the 'Evidence' column (right-hand side of the self-assessment ratings panel) of that Learning Outcome.

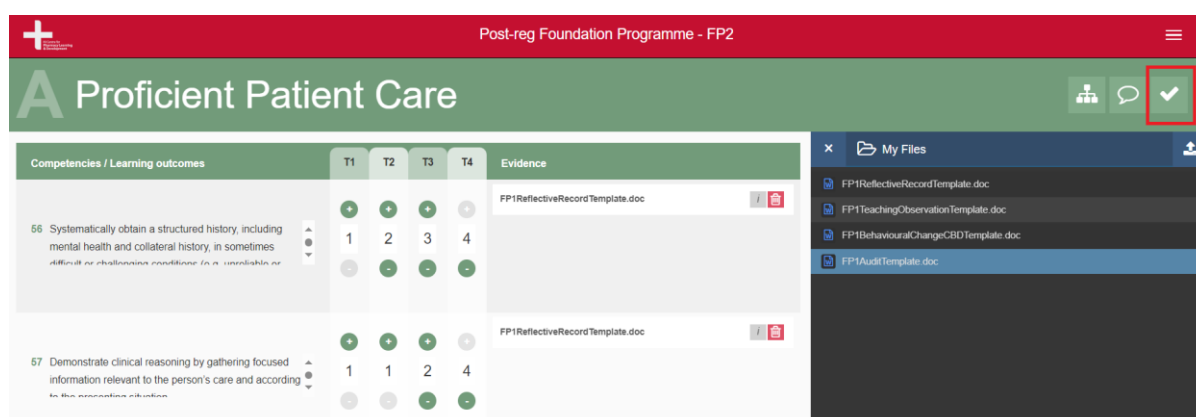


You may use one piece of evidence (uploaded file) against more than one learning outcome by repeating the process above in each of the relevant Learning outcomes. For example, if the file labelled 'FP1ReflectiveRecordTemplate' provides evidence against learning outcomes 56 and 57, then drag 'FP1ReflectiveRecordTemplate' from the right-hand side to learning outcome 56, and then repeat this procedure dragging 'FP1ReflectiveRecordTemplate' again from the right hand side to learning outcome 57.



## How to complete your Domains for review

1. In order to complete your Domain, click on the 'Complete Domain' icon, highlighted on the image below.



**Please note**, the following criteria must be met to enable you to complete the Domain.

- You must score yourself in all four time-points for each learning outcome within the Domain.

- The T4 time-point in all learning outcomes within the Domain must have a score rating of **4**.
- All learning outcomes within the Domain must include at least one piece of linked evidence.

By default, the 'Complete Icon' is **disabled**. This will become **enabled** once the above criteria are met. The images below display the **disabled** and **enabled** states of the 'Complete Domain' icon.



Complete Domain Icon  
**Disabled**

Domain **CANNOT** be completed

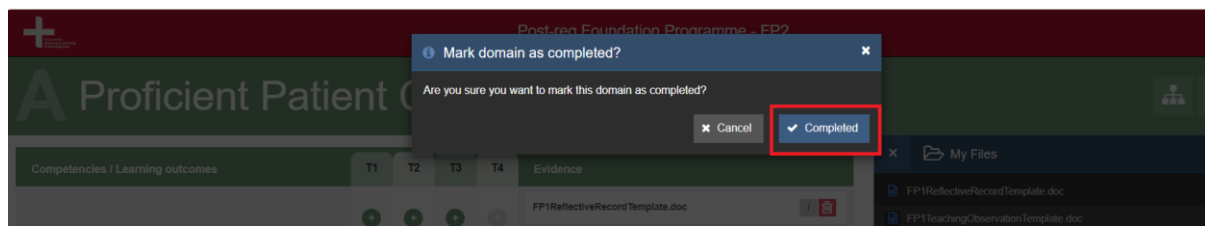


Complete Domain Icon **Enabled**

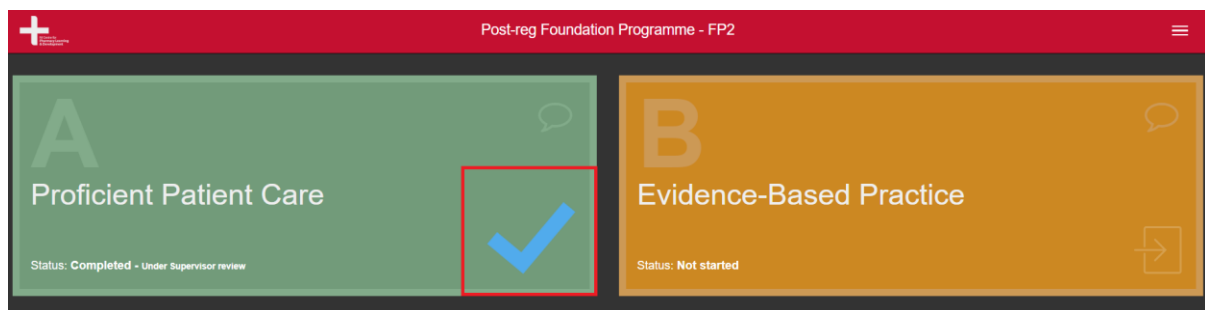
Domain **CAN** be completed

2. To complete your Domain, click on the Complete Domain Icon.

3. A modal window will open, to confirm you are happy with marking the Domain as 'completed'. To finalise the completion, click 'Completed'.



4. Once you complete the Domain, you will be returned to your Domains page. **Please note** the blue tick graphic and the updated status of 'Completed – under Supervisor review' on the Completed Domain.



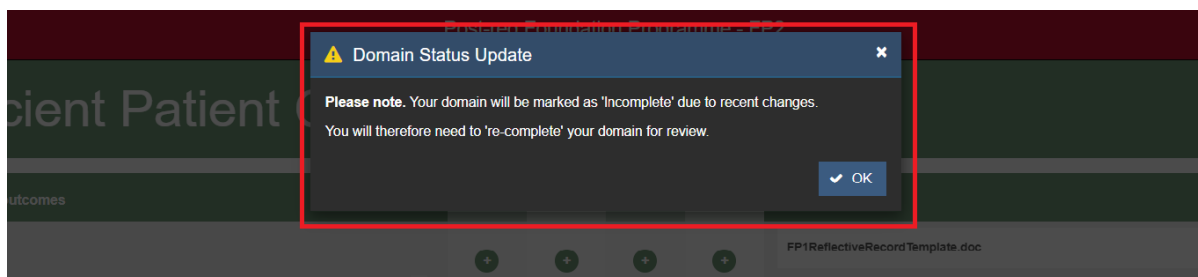
5. Upon selecting a Completed Domain, you will also notice the 'Complete Domain' icon has been updated, indicating the new completed status.



**Please note.** Once you mark your Domain as completed, you can still adjust:

- all your scoring ratings for all time intervals, within all learning outcomes
- all your submitted evidence against each learning outcome (you can add further supporting evidence if required).

Upon adjusting, you may be prompted (if you have not met the completion criteria) that your Domain will be marked as 'Incomplete', and will require you to re-complete it again, see image below.



## How to submit your completed portfolio to NICPLD for assessment

1. Once you have marked all Domains as complete, you will be returned to your Domains page.

**Please note** the blue tick graphics and the updated status of 'Completed – under Supervisor review' on all Completed Domains.



At this point, or at the deadline for the practice portfolio submission date (whichever occurs first), the portfolio will be deemed as final and no longer available for you to access.

Your portfolio will then be assessed by NICPLD. You will be contacted by NICPLD if any remedial work is required.