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*Foundation Programme*

*ePortfolio supervisor guide*

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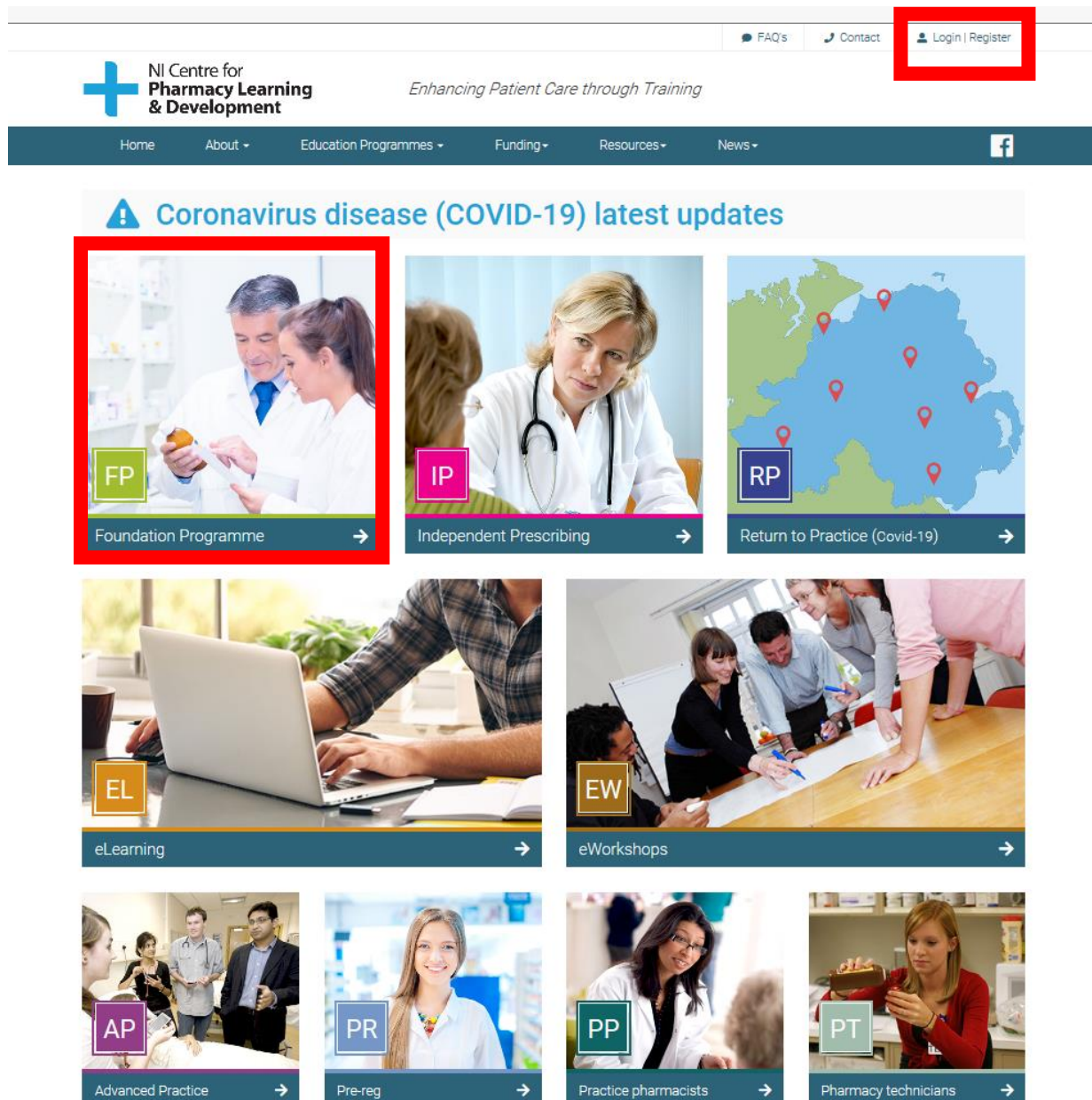
Date: September 2020

## Table of Contents

How to find and log into the portfolio system .....	3
ePortfolio system - supervisor dashboard .....	5
How to navigate between the domains, clusters and competencies .....	6
Viewing the ratings / scores on a competency .....	8
Viewing competency related evidence in the ePortfolio .....	9
How to mark / sign off a student's domain as completed .....	11

## 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 'Foundation Programme' icon on the left hand side.



The screenshot shows the website header with the NI Centre for Pharmacy Learning & Development logo and tagline "Enhancing Patient Care through Training". The navigation bar includes links for Home, About, Education Programmes, Funding, Resources, and News. The "Login | Register" link is highlighted with a red box. Below the header, a section titled "Coronavirus disease (COVID-19) latest updates" features a grid of program icons. The "FP" (Foundation Programme) icon is highlighted with a red box. Other icons include IP (Independent Prescribing), RP (Return to Practice Covid-19), EL (eLearning), EW (eWorkshops), AP (Advanced Practice), PR (Pre-reg), PP (Practice pharmacists), and PT (Pharmacy technicians).


2. When the Foundation Programme page is selected, a sub-menu will appear on the right hand side. The ePortfolio is the last link on this sub-menu as shown below.

[FAQ's](#)
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Pharmacy Learning  
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*Enhancing Patient Care through Training*

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## Foundation Programme

The Foundation Programme (FP) is a work-based programme designed to support early-career pharmacists to develop the knowledge and skills necessary to deliver safe and effective pharmaceutical care to patients.


The programme requires pharmacists to evidence the 26 competencies within the Royal Pharmaceutical Society's (RPS) Foundation Pharmacy Framework via the development of a portfolio. To support the development of the required competencies, pharmacists attend workshop sessions and undertake structured practice activities within the workplace. Pharmacists undertaking the Foundation Programme are supported by an Educational Supervisor, a more experienced practitioner who can provide support and guidance throughout the programme.

To successfully complete the Foundation Programme, pharmacists must submit their FP portfolio of evidence developed during their in-practice training to NICPLD for assessment. Candidates whose portfolio meets the required standard will be issued with a Certificate of Completion.

NICPLD currently offers foundation programmes to pharmacists working in the following roles:

- [Hospital pharmacists](#)
- [General practice pharmacists](#)

NICPLD is an accredited RPS Foundation Schools and thus is recognised as working in partnership with employers to provide quality assured workplace education and training infrastructures, provide tutor training, provide assessments based on competency and performance, and provide a quality assured award that meets RPS standards for Foundation Programme.



**Hospital pharmacists**

Hospital pharmacists FP

Download FP handbook

Practice activities

Learning resources

Information for ES

Information for PS

Download application form

Workshops

**General practice pharmacists**

General practice pharmacist FP

Learning contract


Practice activities

Checklist of evidence required

Information for ES

Workshops

**ePortfolio**

ePortfolio 

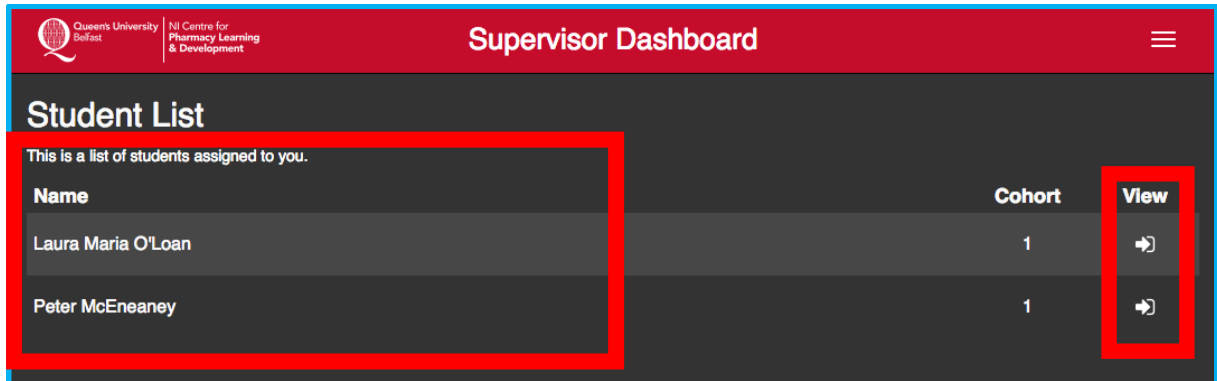
Last updated: 6th August 2018

Select 'ePortfolio' to open the portfolio in a new window. 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.**

## ePortfolio system - Supervisor Dashboard



1. When you initially enter the portfolio system, you will see a list of students for whom you are the assigned Educational Supervisor. Simply click on the 'View' icon to select the student's ePortfolio.



**Supervisor Dashboard**

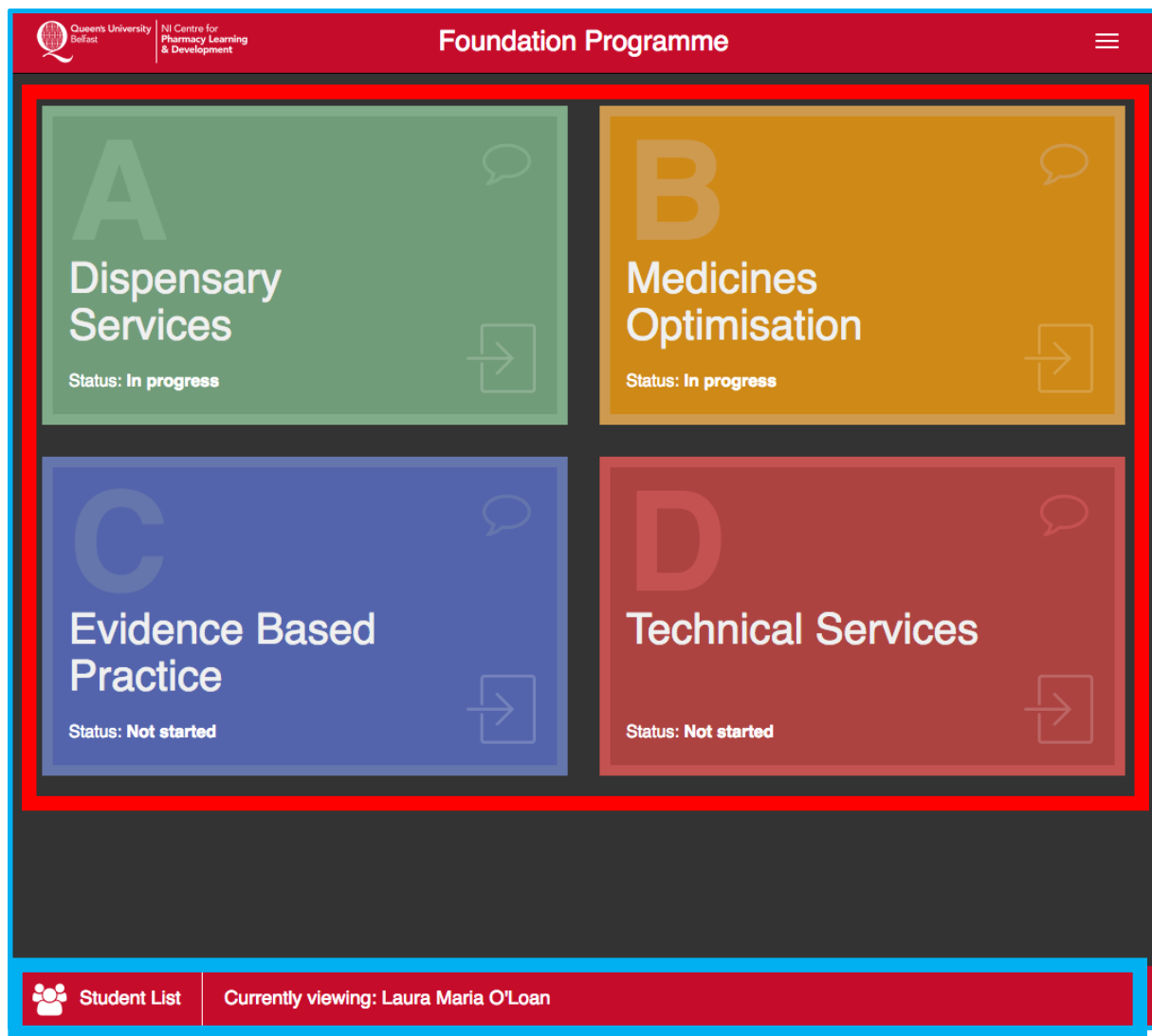
### Student List

This is a list of students assigned to you.

Name	Cohort	View
Laura Maria O'Loan	1	
Peter McEneaney	1	

## How to navigate between the Domains, Clusters and Competencies

1. When you initially select the student's portfolio, you will see a set of four **Domains**, presented as coloured boxes on the screen. These four **Domains** represent each of their four practice areas (Dispensary Services, Medicines Optimisation, Evidence Based Practice and Technical Services/Public Health). Simply click to access each of the **Domains**.



**Please note** the bottom bar, which provides you with a link back to your list of students on the Supervisor Dashboard and the name of the student's ePortfolio you are currently viewing.

2. Within each Domain, you will be presented with a set of four **Clusters** (Patient and Pharmaceutical Care, Professional Practice, Personal Practice & Management & Organisation). Within each **Cluster** you will be presented with a set of **Competencies** relevant to that **Cluster**. For example, in the screen shot below (**Domain** Dispensary services > **Cluster** Patient and Pharmaceutical Care), there are 5 **Competencies** labelled 1.3, 1.4, 1.5, 1.6 and 1.7.

NICPLD Foundation Programme

Peter McEneaney

# Dispensary Services

Patient and Pharmaceutical Care

Professional Practice

Personal Practice

Management and Organisation

Competencies	T0	T1	T2	T3	Evidence
<b>1.3 Provision of Medicine</b> <ul style="list-style-type: none"> <li>The prescription is clear</li> <li>Ensure the prescription is legal</li> <li>Ensure the correct medicine is dispensed</li> <li>Ensure the medicine is dispensed in a timely manner</li> </ul>	<div>+</div> <div>4</div> <div>-</div>	<div>+</div> <div>1</div> <div>-</div>	<div>+</div> <div>-</div> <div>-</div>	<div>+</div> <div>1</div> <div>-</div>	<div>Test_image_1.png</div> <div>Remove</div>
<b>1.4 Selection of the Medicine</b> <ul style="list-style-type: none"> <li>Medicine-medicine interactions</li> <li>Medicine-patient interactions</li> <li>Medicine-disease interactions</li> <li>Patient Preference</li> </ul>	<div>+</div> <div>4</div> <div>-</div>	<div>+</div> <div>2</div> <div>-</div>	<div>+</div> <div>-</div> <div>-</div>	<div>+</div> <div>-</div> <div>-</div>	<div>Test_image_2.png</div> <div>Remove</div> <div>Test_image_1.png</div> <div>Remove</div>
<b>1.5 Medicine Specific Issues</b> <ul style="list-style-type: none"> <li>Ensures appropriate dose for any patient</li> <li>Selection of dosing regimen</li> <li>Selection of formulation and concentration</li> </ul>	<div>+</div> <div>4</div> <div>-</div>	<div>+</div> <div>3</div> <div>-</div>	<div>+</div> <div>-</div> <div>-</div>	<div>+</div> <div>-</div> <div>-</div>	
<b>1.6 Medicines Information and Patient Education</b> <ul style="list-style-type: none"> <li>Public health</li> <li>Health needs</li> <li>Need for information is identified</li> <li>Medicines information</li> <li>Provides appropriate written and verbal information</li> </ul>	<div>+</div> <div>3</div> <div>-</div>	<div>+</div> <div>-</div> <div>-</div>	<div>+</div> <div>-</div> <div>-</div>	<div>+</div> <div>-</div> <div>-</div>	
<b>1.7 Monitoring Medicine Therapy</b> <ul style="list-style-type: none"> <li>Identifies ways to manage medicines problems</li> <li>Accurately prioritises identified medicines problems</li> <li>Applies the use of clinical and non-clinical Guidelines</li> <li>Resolution of medicines and pharmaceutical care problems</li> <li>Record of contributions</li> </ul>	<div>+</div> <div>1</div> <div>-</div>	<div>+</div> <div>-</div> <div>-</div>	<div>+</div> <div>-</div> <div>-</div>	<div>+</div> <div>-</div> <div>-</div>	

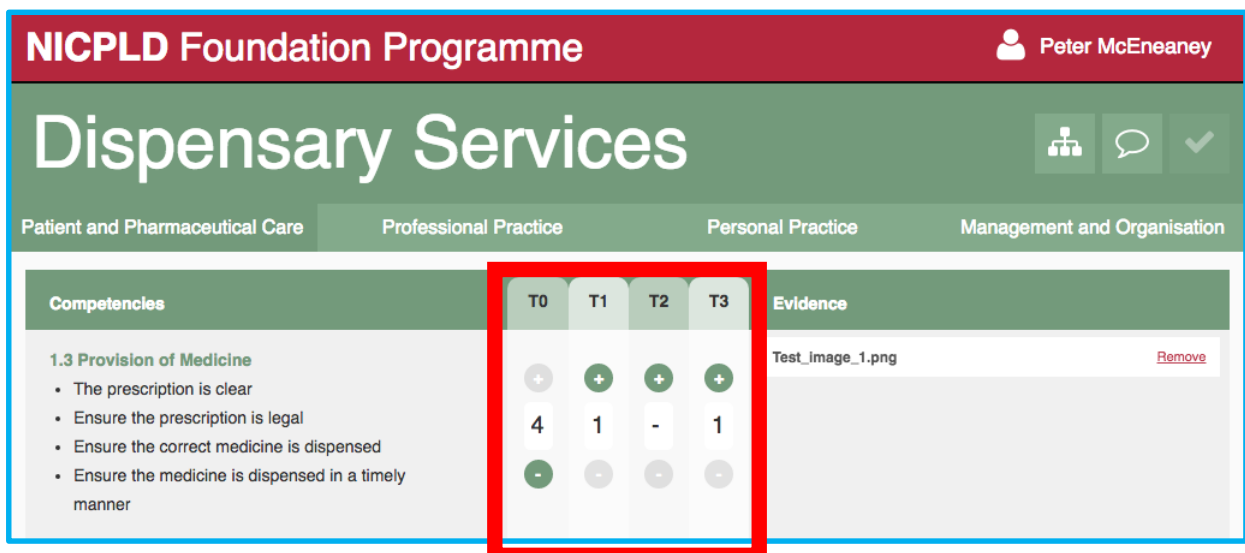
My Files (5)

## Viewing the ratings / scores on a competency

1. A self-assessment ratings panel is located to the right hand side of the **Competencies**. This panel allows the student to self-assess their competence level at four time intervals during the course. These time intervals (T) are designated as T0 (start of course), T1, T2 and T3 (end of course). Assessment rating definitions are given in the table below.

Assessment rating		Definition
1	<b>Rarely</b> meets the expected standard practice (or yet to encounter)	<i>Meets standard approximately <b>0-24%</b> of the time</i>
2	<b>Sometimes</b> demonstrates the expected standard practice (haphazardly)	<i>Meets standard approximately <b>25-50%</b> of the time</i>
3	<b>Usually</b> demonstrates the expected standard practice (with occasional lapses)	<i>Meets standard approximately <b>51-84%</b> of the time</i>
4	<b>Consistently</b> demonstrates the expected standard practice (with very rare lapses)	<i>Meets standard approximately <b>85-100%</b> of the time</i>

In the screenshot below, you can view how the student has scored their level of competence at different time intervals against competency statement 1.3.



**NICPLD Foundation Programme** Peter McEneaney

# Dispensary Services

Patient and Pharmaceutical Care Professional Practice Personal Practice Management and Organisation

**Competencies**

**1.3 Provision of Medicine**

- The prescription is clear
- Ensure the prescription is legal
- Ensure the correct medicine is dispensed
- Ensure the medicine is dispensed in a timely manner

T0	T1	T2	T3
+	+	+	+
4	1	-	1
-	-	-	-


**Evidence**

Test\_image\_1.png [Remove](#)






## Viewing competency related evidence in the ePortfolio

1. To view examples of evidence in the student's portfolio, simply click on the filename under the 'Evidence' column in the Competency row.

**NICPLD Foundation Programme**
 **Peter McEneaney**

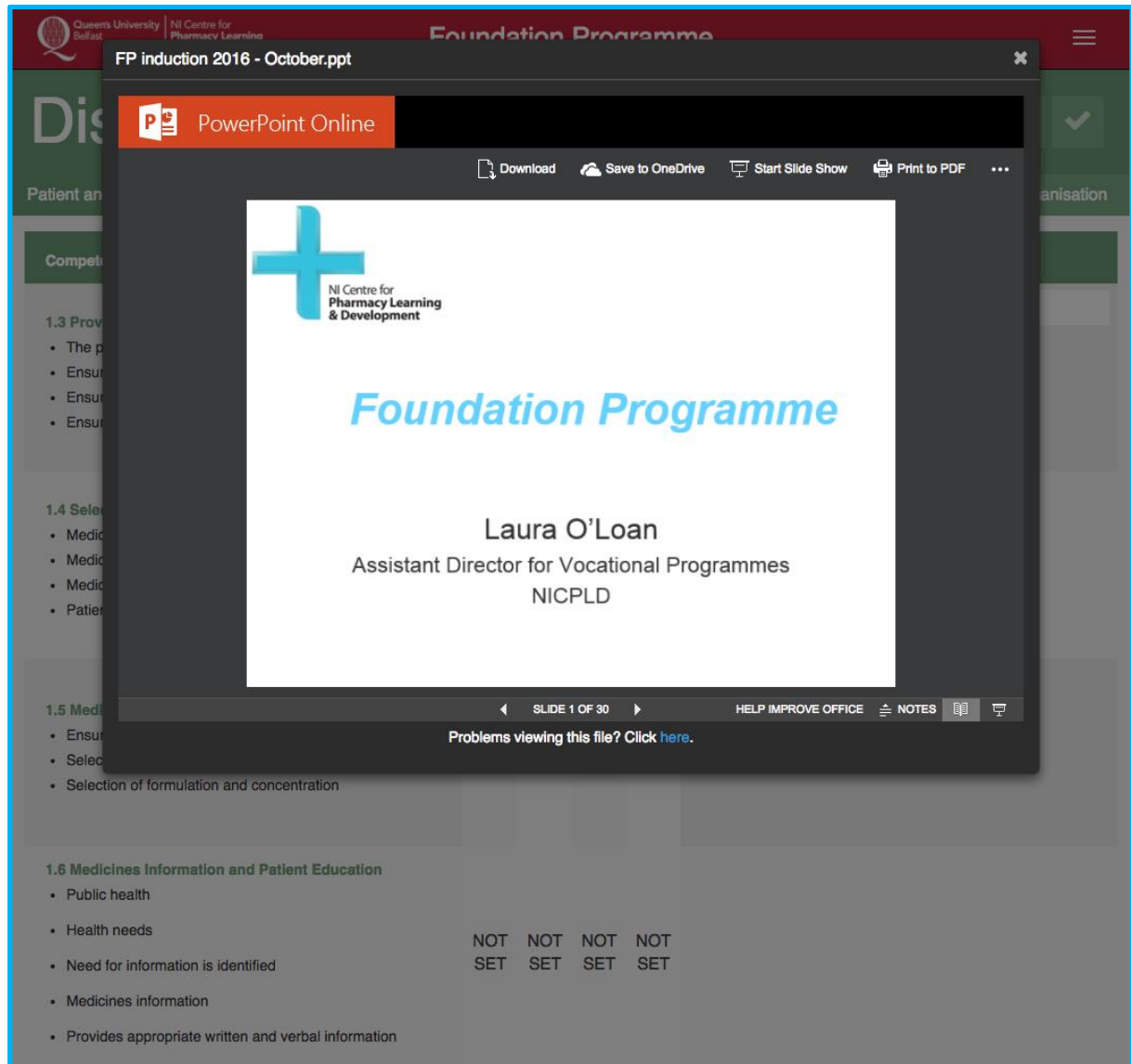
# Dispensary Services

Patient and Pharmaceutical Care
Professional Practice
Personal Practice
Management and Organisation

Competencies	T0	T1	T2	T3	Evidence
<b>1.3 Provision of Medicine</b> <ul style="list-style-type: none"> <li>The prescription is clear</li> <li>Ensure the prescription is legal</li> <li>Ensure the correct medicine is dispensed</li> <li>Ensure the medicine is dispensed in a timely manner</li> </ul>	<div>+</div> <div>4</div> <div>-</div>	<div>+</div> <div>1</div> <div>-</div>	<div>+</div> <div>-</div> <div>-</div>	<div>+</div> <div>1</div> <div>-</div>	<div> Test_image_1.png <a href="#">Remove</a> </div>

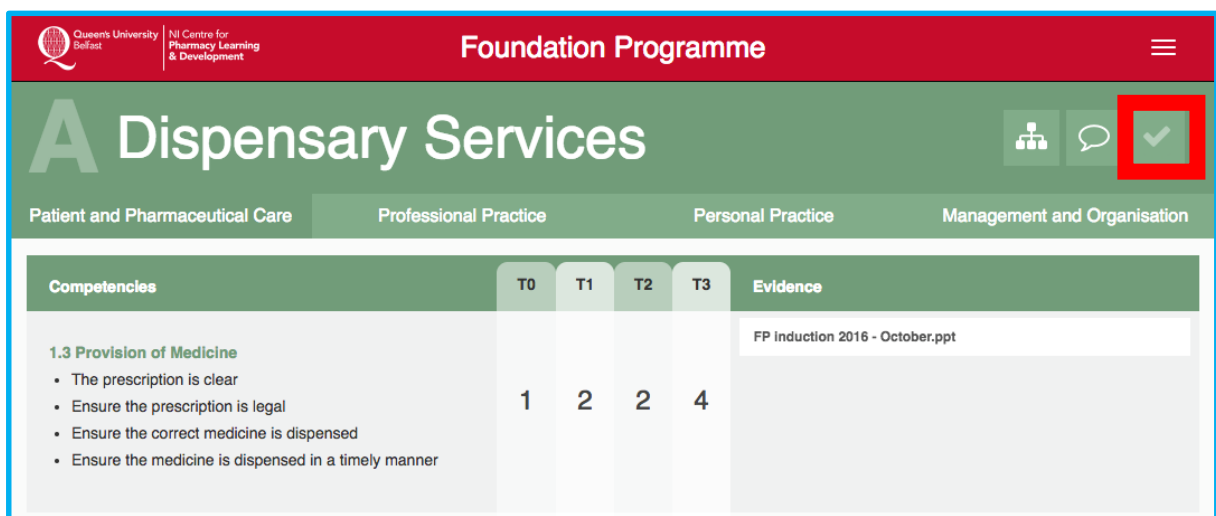
2. Upon clicking on the evidence filename, a modal window will appear, providing you with a preview of their evidence document.



**Please note:** there is no limit on the number of files that can be used as evidence per competency.

## How to mark / sign off a student's domain as completed

1. In order to mark / sign off a student's Domain, the student must firstly have it marked as completed. (They can only do this when all the competencies in the domain have both a rating of 4, and at least one piece of evidence against them). If the student has not completed their respective Domain, you will not be able to sign it off. The 'Complete Domain' icon has been highlighted on the image below.



**Foundation Programme**

# A Dispensary Services

Patient and Pharmaceutical Care   Professional Practice   Personal Practice   Management and Organisation

Competencies	T0	T1	T2	T3	Evidence
<b>1.3 Provision of Medicine</b> <ul style="list-style-type: none"> <li>The prescription is clear</li> <li>Ensure the prescription is legal</li> <li>Ensure the correct medicine is dispensed</li> <li>Ensure the medicine is dispensed in a timely manner</li> </ul>	1	2	2	4	FP Induction 2016 - October.ppt

The images below display the **disabled** and **enabled** states of the 'Complete Domain' icon.



Domain Complete Icon Disabled

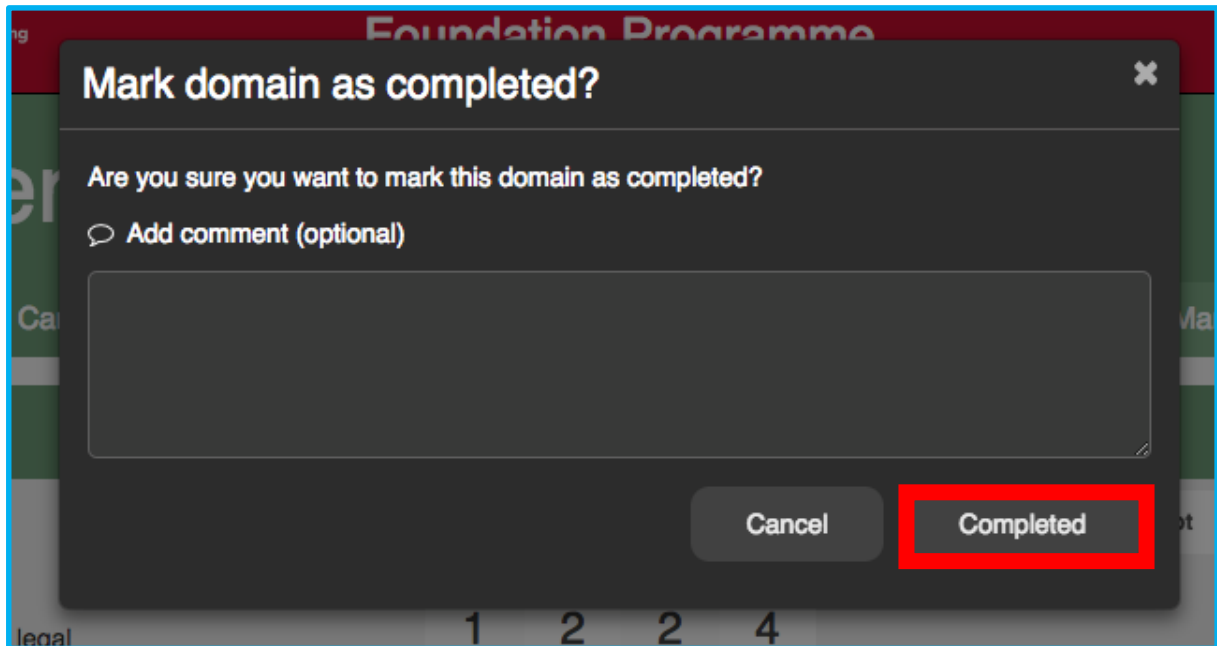
**Cannot** be signed off



Domain Complete Icon Enabled

**Can** be signed off

2. To sign / mark off the student's Domain as completed, click on the icon. A modal window will open, to confirm you are happy with the student's domain. You can also add an optional comment, which is passed onto the student upon submission. To finalise the Domain Completion, click 'Completed'.



Foundation Programme

**Mark domain as completed?** X

Are you sure you want to mark this domain as completed?

💬 Add comment (optional)

Cancel Completed

1 2 2 4