



Post-Registration Foundation Programme (FP1): Portfolio user guide

2022/3

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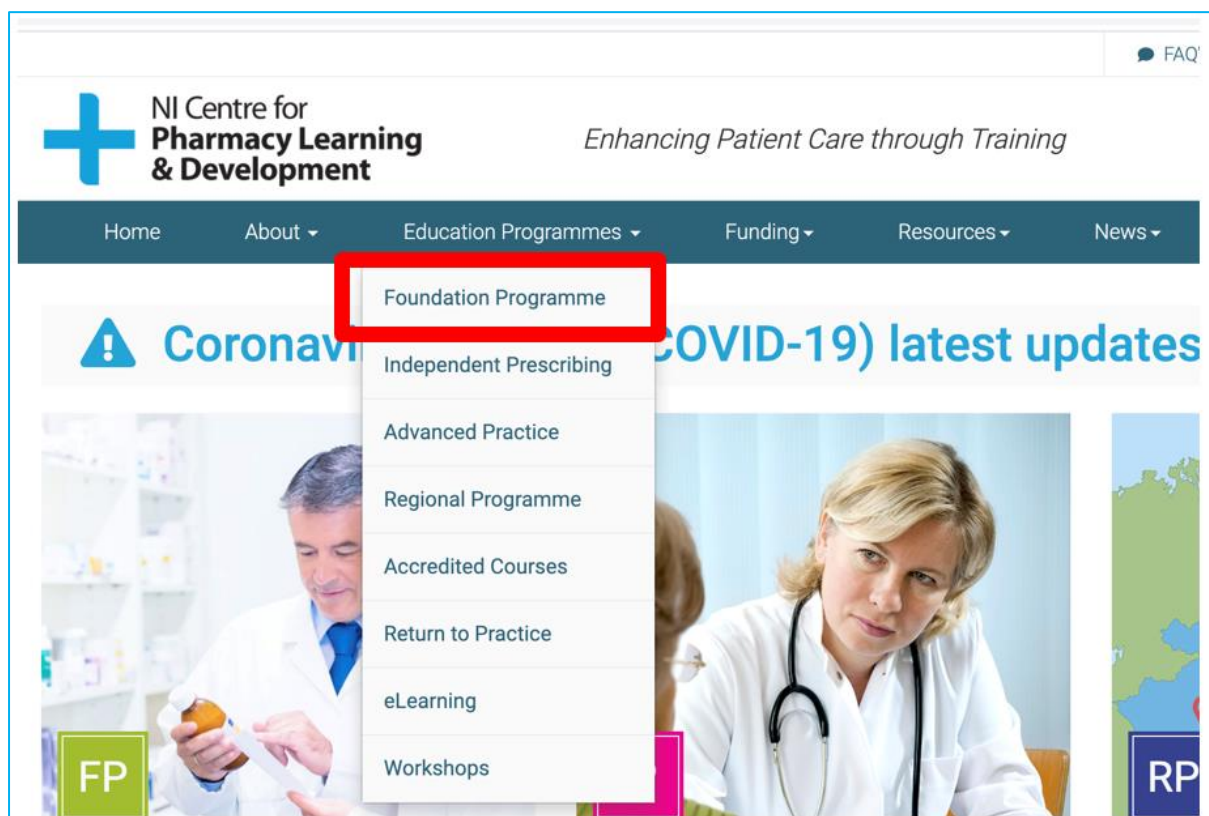
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How to find and log in to the portfolio system

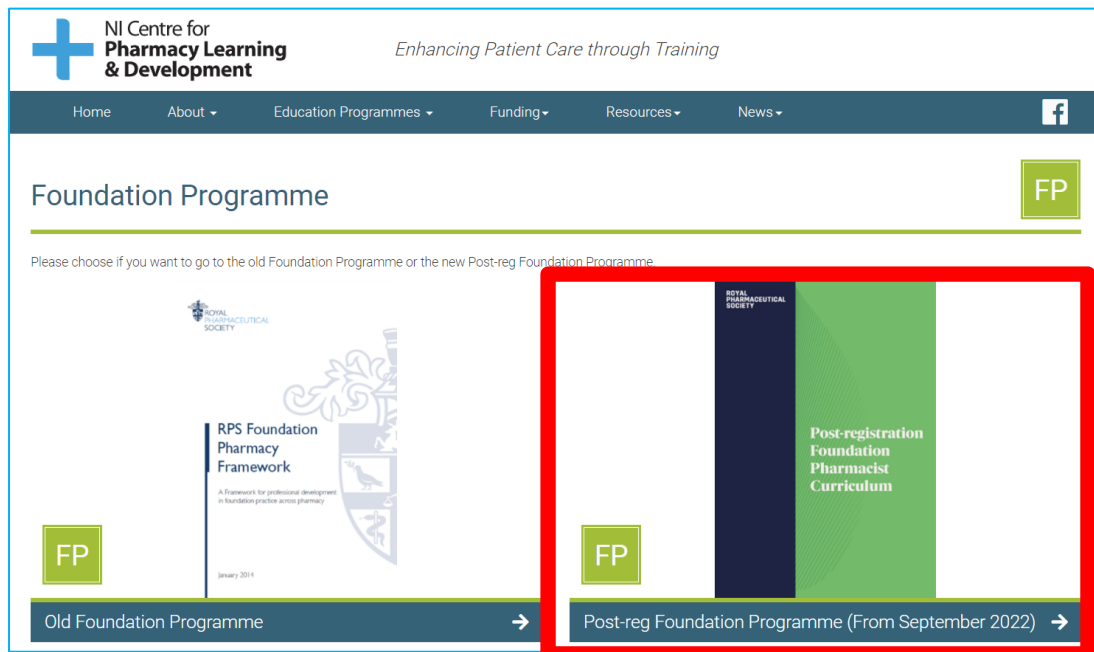
1. To access the portfolio system, go to the NICPLD website (www.nicpld.org) and log in as you would normally.



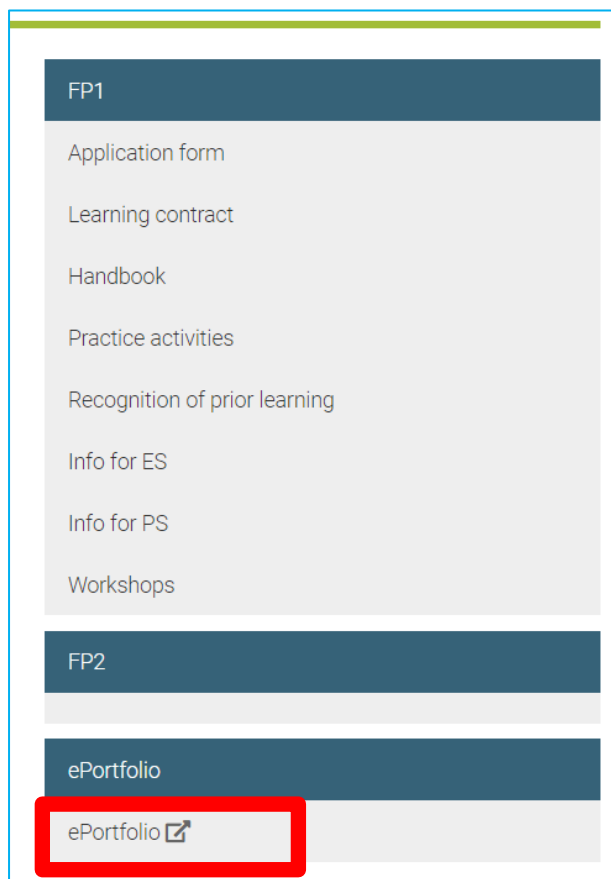
2. Once logged in, use the main menu to navigate to 'Education Programmes' and select 'Foundation programme'.



3. The following page will then appear, select 'Post-reg Foundation Programme (From September 2022)'.



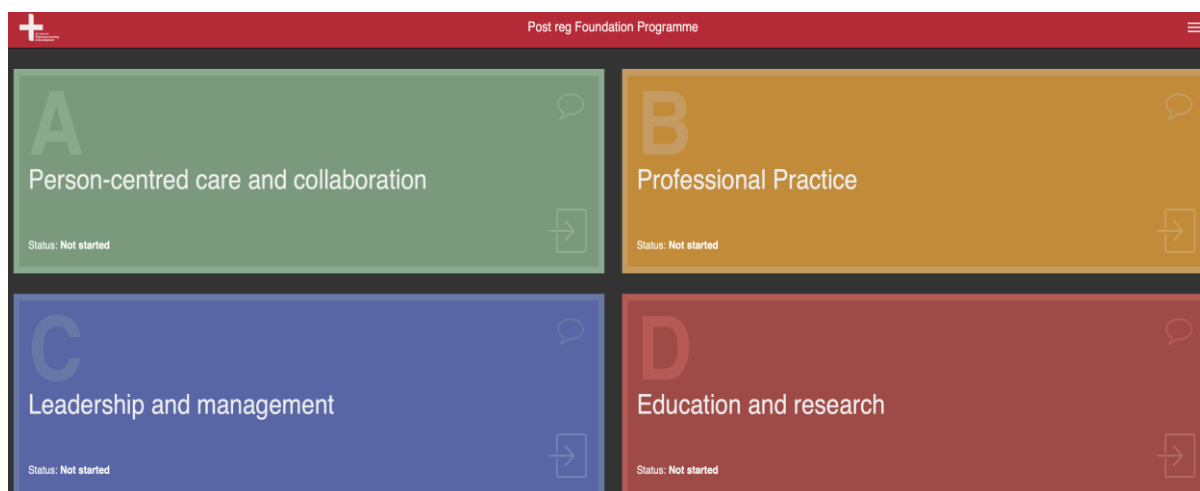
4. When this page is selected, a sub-menu will appear on the right-hand side of the screen. The ePortfolio is the last link on this sub-menu as shown below. Select 'ePortfolio' to open the portfolio in a new window. You will be automatically logged into the portfolio system as you have already logged into NICPLD.



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

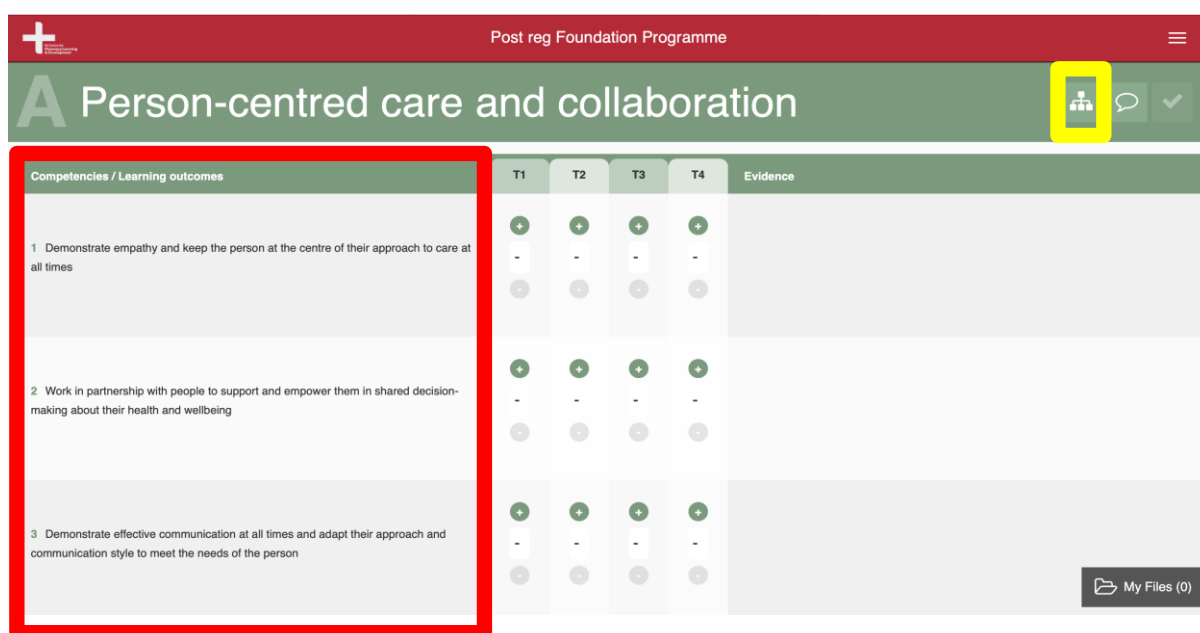
How to navigate between the Domains and Learning Outcomes

1. When you initially enter the portfolio system, you will see a set of four **Domains**, presented as coloured boxes. 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 Person-centred care and collaboration, contains 14 learning outcomes numbered 1-14 (three of which are shown in the screen shot below).



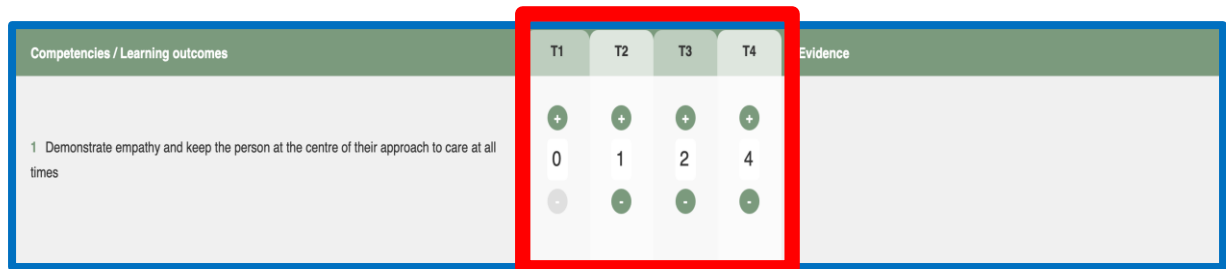
3. To navigate back to the main Domain page select the following icon (also highlighted in yellow above):



How to add a rating to a learning outcome

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.



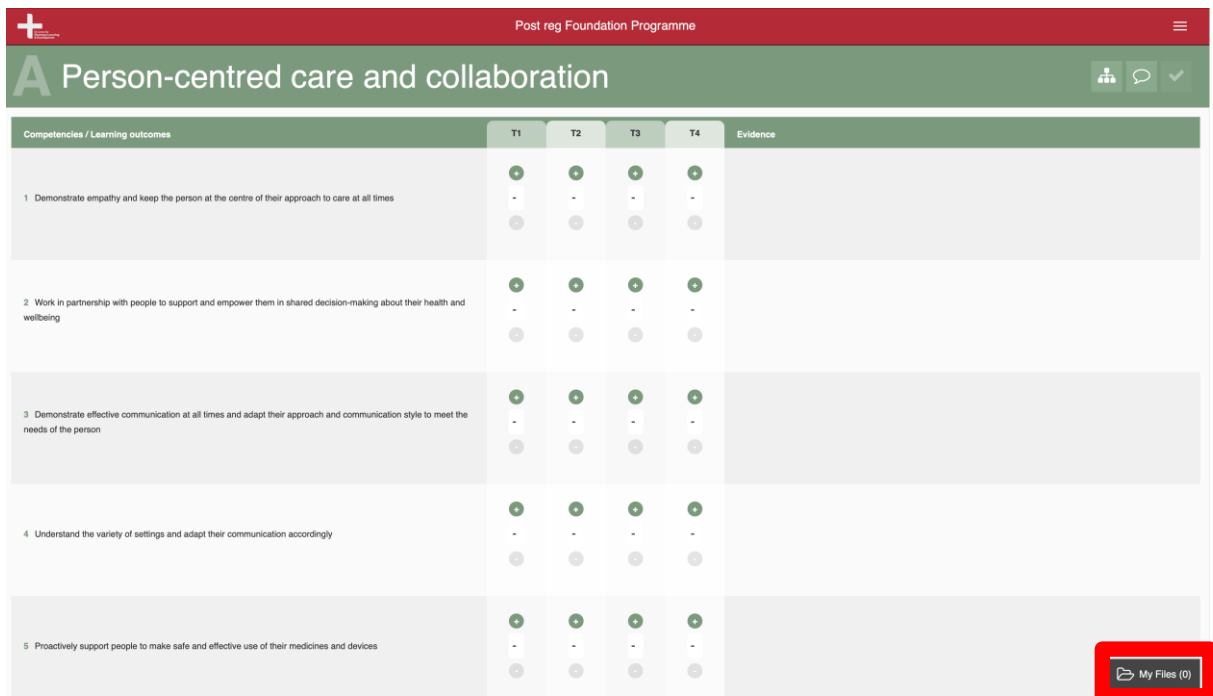
The screenshot shows a user interface for self-assessment. On the left, under the heading "Competencies / Learning outcomes", there is a list item: "1 Demonstrate empathy and keep the person at the centre of their approach to care at all times". To the right of this list is a grid of rating controls. The grid has four columns labeled T1, T2, T3, and T4, and three rows. The top row contains green plus (+) buttons. The middle row contains numerical ratings: 0, 1, 2, and 4. The bottom row contains green minus (-) buttons. A red rectangular box highlights the entire grid of rating controls.

	T1	T2	T3	T4	Evidence
+	+	+	+	+	
0	1	2	4		
-	-	-	-	-	

2. Before beginning to collect evidence, you should familiarise yourself with the four 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

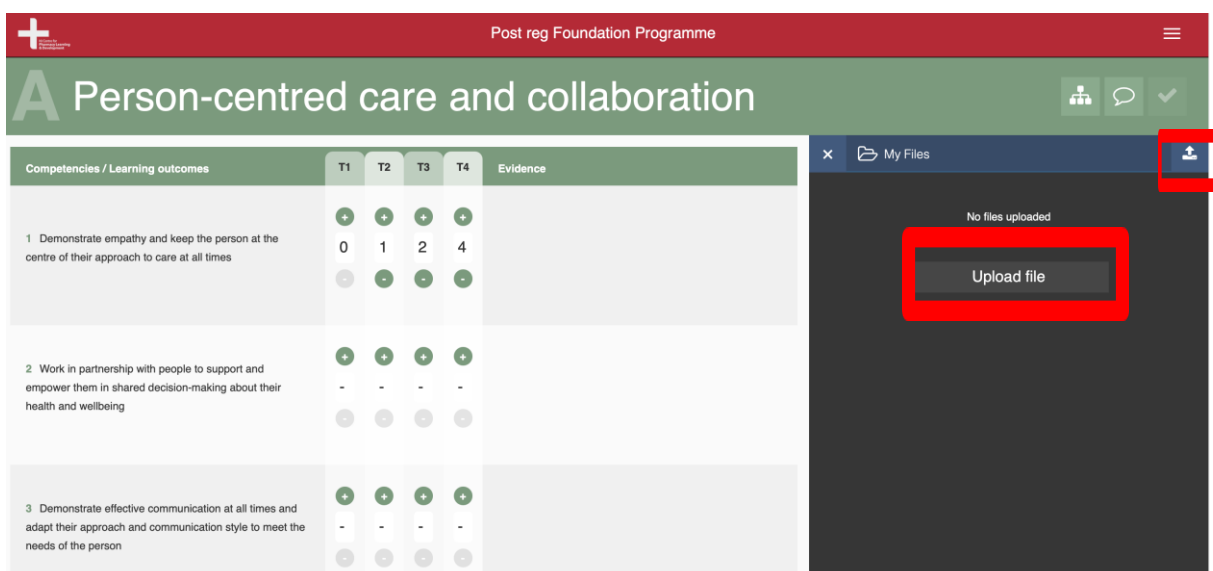
1. To upload evidence to the portfolio, open the file manager. To do this, select the button entitled "My files" which is located at the bottom right-hand corner.



The screenshot shows the 'Person-centred care and collaboration' page. It features a table with columns for 'Competencies / Learning outcomes', 'T1', 'T2', 'T3', 'T4', and 'Evidence'. The table contains five rows of competencies. At the bottom right, there is a button labeled 'My Files (0)' which is highlighted with a red box.

Competencies / Learning outcomes	T1	T2	T3	T4	Evidence
1 Demonstrate empathy and keep the person at the centre of their approach to care at all times	+ - ○	+ - ○	+ - ○	+ - ○	
2 Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing	+ - ○	+ - ○	+ - ○	+ - ○	
3 Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person	+ - ○	+ - ○	+ - ○	+ - ○	
4 Understand the variety of settings and adapt their communication accordingly	+ - ○	+ - ○	+ - ○	+ - ○	
5 Proactively support people to make safe and effective use of their medicines and devices	+ - ○	+ - ○	+ - ○	+ - ○	

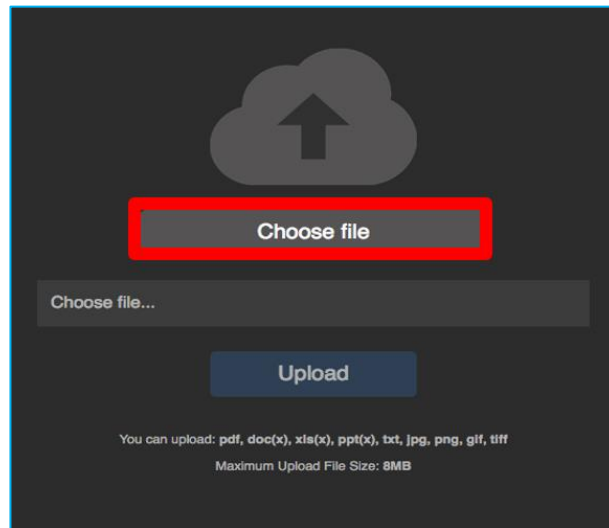
2. If this is your first time opening the file manager, the list will be empty as you have not uploaded any files yet. Click 'Upload file' to begin uploading a new file to your portfolio. If this is not your first time opening the file manager, to the top right hand side of the file manager there is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



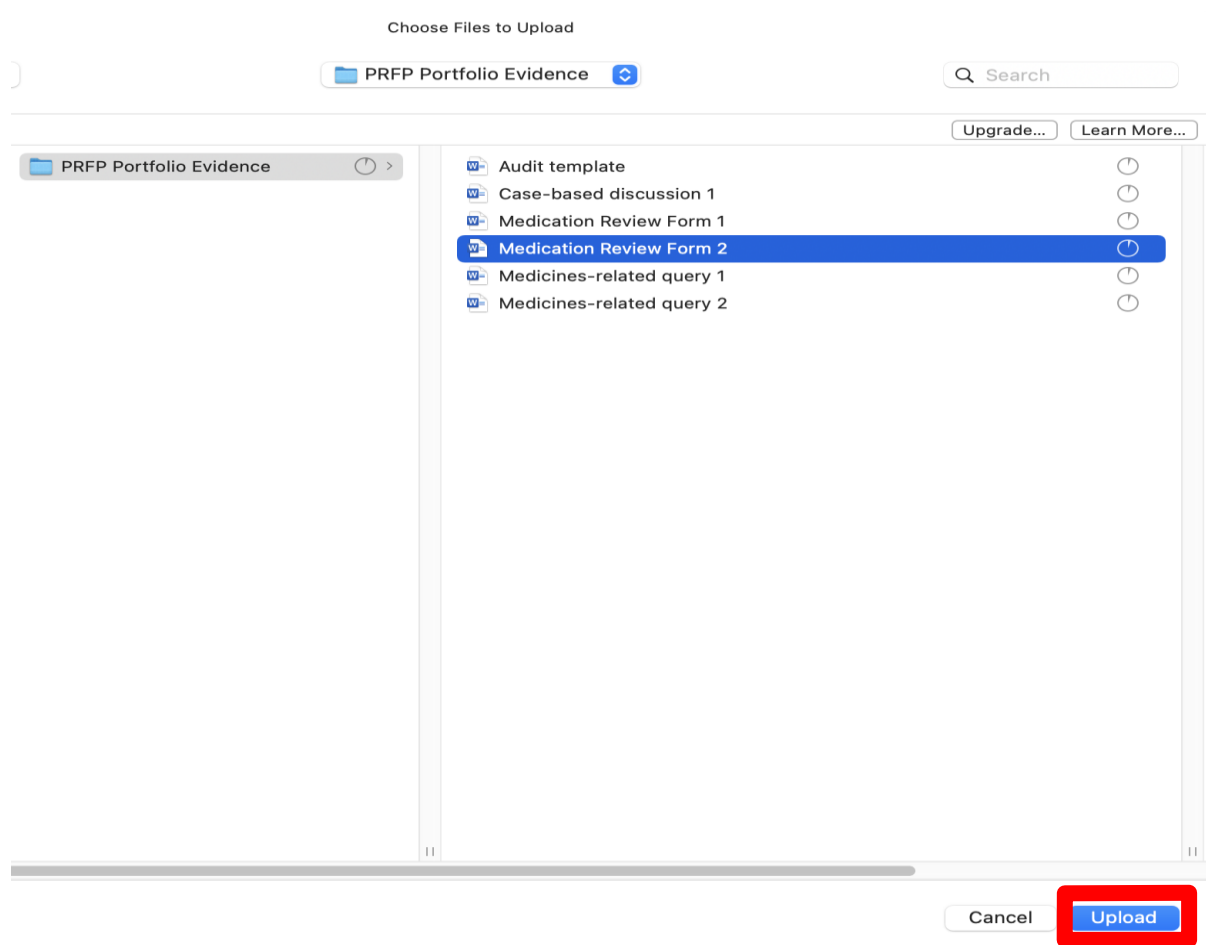
The screenshot shows the 'Person-centred care and collaboration' page with the 'My Files' panel open. The panel displays 'No files uploaded' and an 'Upload file' button, which is highlighted with a red box. The table from the previous screenshot is visible in the background.

Competencies / Learning outcomes	T1	T2	T3	T4	Evidence
1 Demonstrate empathy and keep the person at the centre of their approach to care at all times	+ 0 -	+ 1 ○	+ 2 ○	+ 4 ○	
2 Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing	+ - ○	+ - ○	+ - ○	+ - ○	
3 Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person	+ - ○	+ - ○	+ - ○	+ - ○	

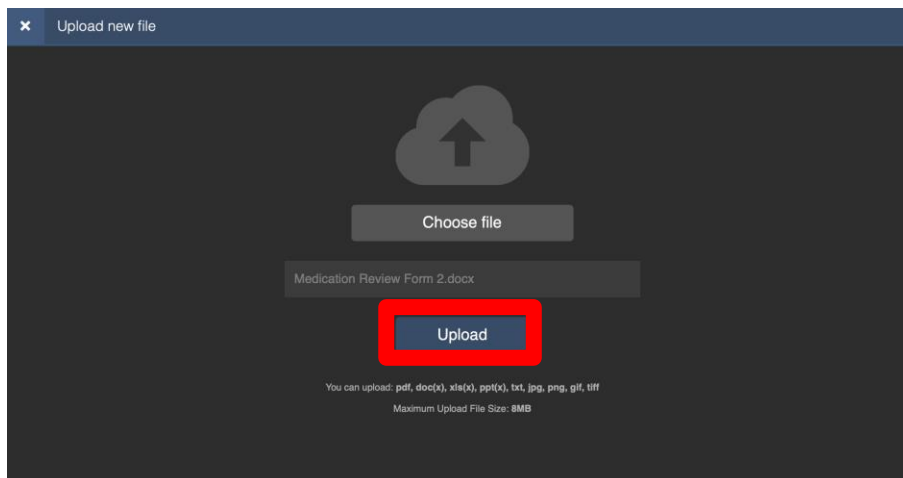
3. After clicking 'Upload file' the screen below will appear. To upload a new file, click on the "Choose file" button.



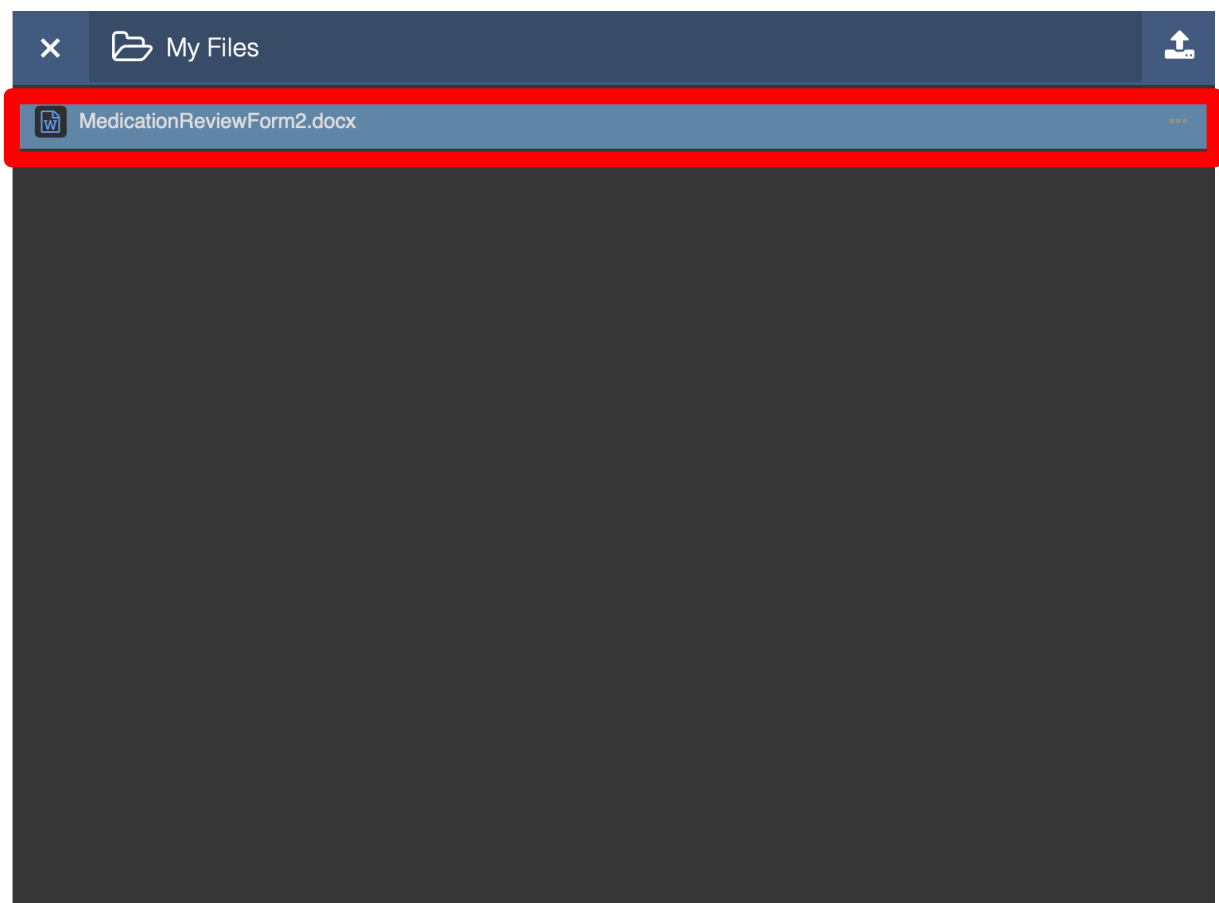
4. The browser file finder window will now open. Use this to navigate to the file on your computer that you wish to upload and click "Upload".



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.

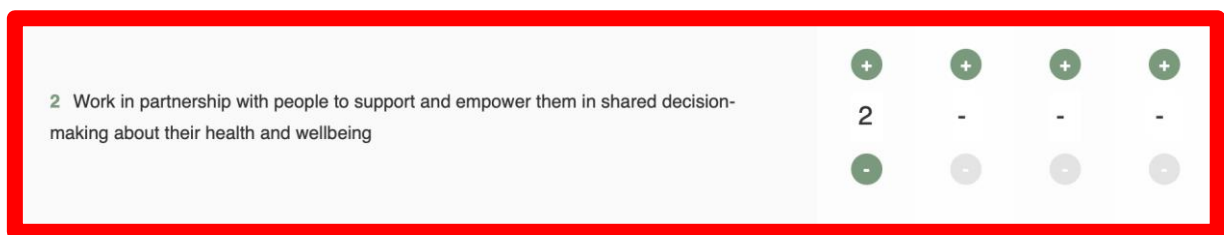


6. The newly uploaded file will now be visible in the file manager window in the Portfolio appearing at the top of the list. The list is ordered by upload in date descending order, i.e. newest first.



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 learning outcome at T1.

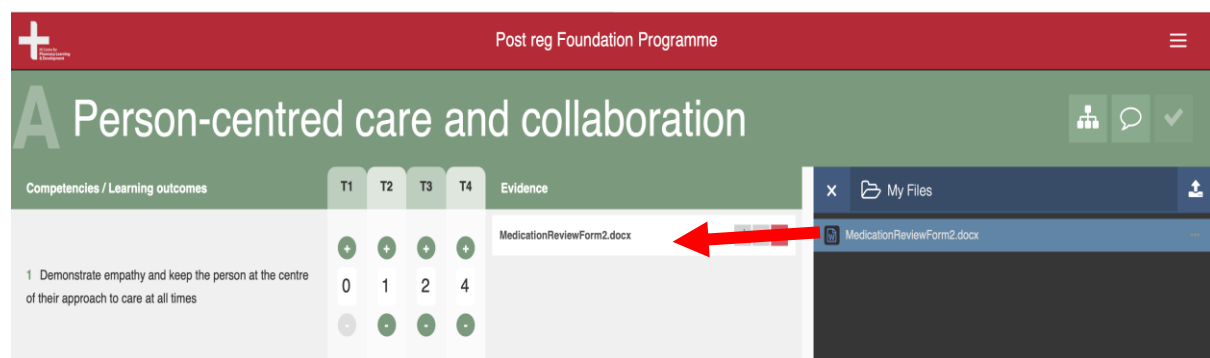


2. Having applied a rating to each learning outcome at T1, an uploaded piece of evidence is then available to provide evidence against one or more Learning Outcomes.

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.

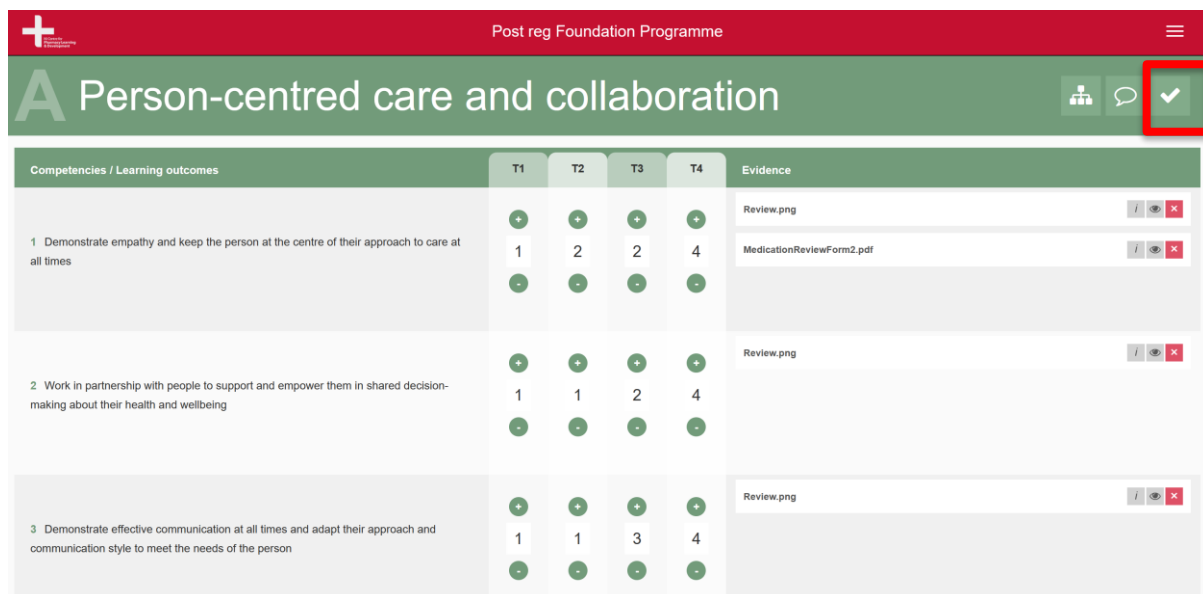
You may use one piece of evidence (uploaded file) against a maximum of two learning outcomes by repeating this process in each of the relevant Learning outcomes.

For example, if the file labelled 'MedicationReviewForm2.doc' provides evidence against learning outcomes 1 and 2, then drag 'MedicationReviewForm2.doc' from the right-hand side to learning outcome 1, and then repeat this procedure dragging 'MedicationReviewForm2.doc' again from the right hand side to learning outcome 2.



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.



The screenshot shows the 'Person-centred care and collaboration' domain interface. The top navigation bar is red with the text 'Post reg Foundation Programme'. Below it, the domain title 'Person-centred care and collaboration' is displayed in a green header. In the top right corner, there are three icons: a group of people, a speech bubble, and a checkmark. The checkmark icon is highlighted with a red box. The main content area is divided into two columns: 'Competencies / Learning outcomes' and 'Evidence'. The 'Competencies / Learning outcomes' column lists three outcomes with their scores across four time points (T1, T2, T3, T4). The 'Evidence' column shows linked evidence files for each outcome.

Competencies / Learning outcomes	T1	T2	T3	T4	Evidence
1 Demonstrate empathy and keep the person at the centre of their approach to care at all times	1	2	2	4	Review.png MedicationReviewForm2.pdf
2 Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing	1	1	2	4	Review.png
3 Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person	1	1	3	4	Review.png

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

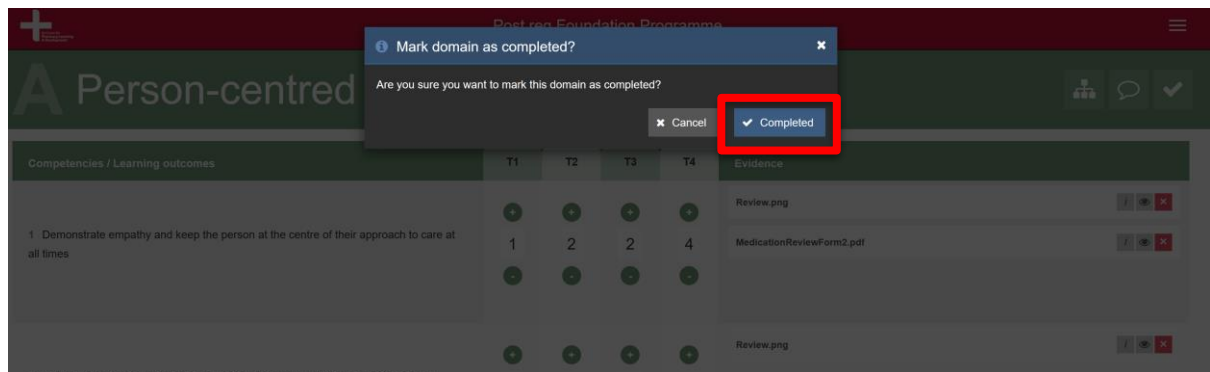
Domain **CANNOT** be completed



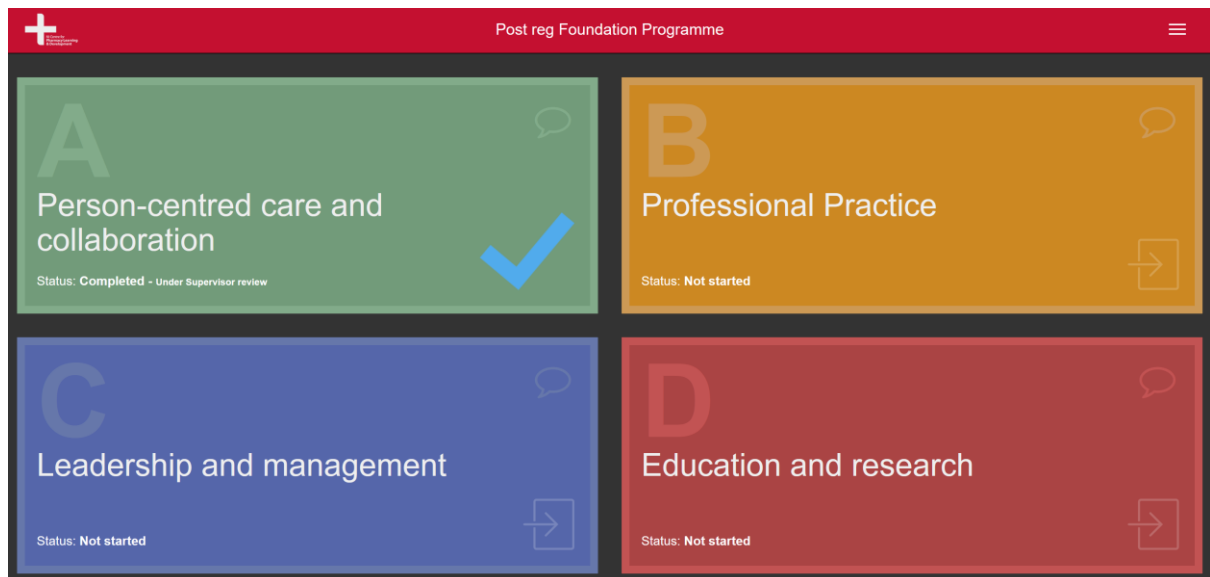
Complete Domain Icon **Enabled**

Domain **CAN** be completed

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



3. 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.



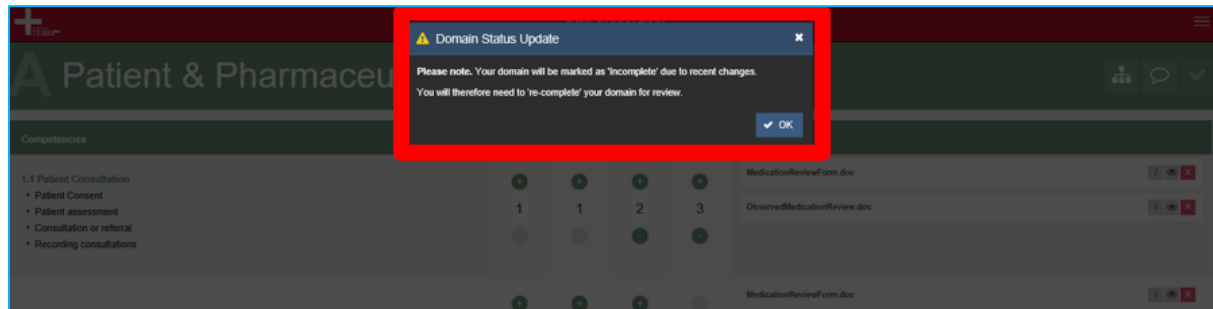
4. Upon selecting a Completed Domain, you will also notice the 'Complete Domain' icon has been updated, indicating the new completed status.



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).

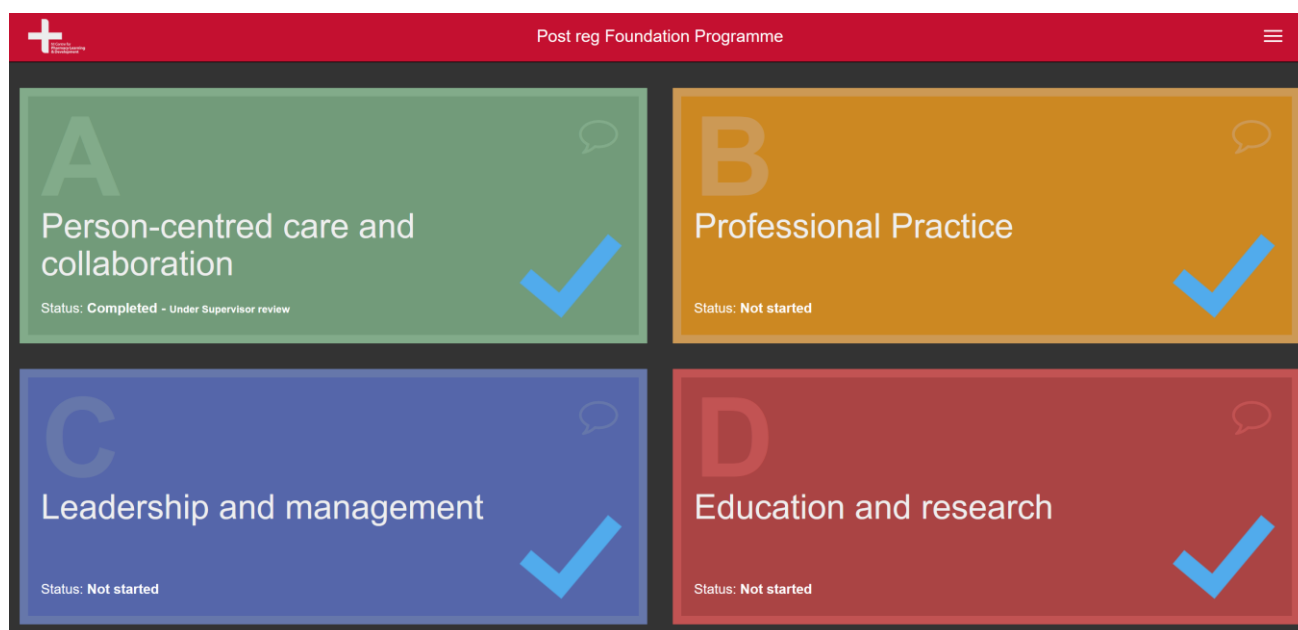
Upon adjusting, you may be prompted (if you have not met the completion criteria) that your Domain will be marked as 'Incomplete', and will require you to re-complete it again, see image below.



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.