E-portfolio FAQs for students by students

What does a portfolio mean?

All doctors now need to keep a record of evidence to prove that they are continuing to develop their knowledge and skills as doctors. Portfolios can be paper or an electronic file. All Foundation doctors and most specialty doctors and Consultants now use electronic portfolios.

The GMC requires all doctors to keep a portfolio of evidence and will request to see the portfolio as part of revalidation for Consultants. At junior doctor level the Foundation School ask to see the foundation ePortfolio at the end of each year in order to allow doctors to progress. In addition new educational meetings and assignments are all recorded on your ePortfolio.

You will be using the Undergraduate Medical ePortfolio (UMeP).

Why use UMeP?

Your journey from final year student to Year 1 Foundation Doctor will be both exciting and stressful. For many F1 doctors the transition to a brand new learning environment (the ePortfolio) is a huge added burden. To ease this transition, you will be enrolled on the NHSe's Undergraduate Medical e-Portfolio (UMeP), which is in the same format as the interactive e-portfolio which you will use during the early years of your professional training. So when you start your medical career, you will already be familiar with this way of learning.

The UMeP will form the basis of the relationship with your Mentor. It will record your meetings, exam record and career reflections, and also form the central record of your core skills learning and competence including formal reflections on patients and events.

You will be encouraged to write and maintain your UMeP as a contemporary record of your life and learning. During your clinical years we will expect you to update your clinical skills on a weekly basis.

This ePortfolio record, personalised by your own extra curricula achievements, reflections and uploads to your personal library will be a 'virtual' CV.

Where do I start?

The website address is: www.nhseportfolios.org

You should have been issued with a username and password already so log on and then open up the portfolio.

Start off by going to 'personal details' and enter all your relevant details such as phone number etc. and upload a photograph. You should also complete your exam record.

What should I put into my personal library?

Some possible ideas for uploading to your personal library are:

- Extracurricular activities
- Volunteering
- Employment

- Certificates
- References
- Reflective writing
- Assignments
- Prizes
- Thank you letters

Do I need to record my meetings with my Academic Mentor?

It is important to meet at least twice a year with your Academic Mentor as he/she is a valuable source of knowledge and support. The advantage of recording the meeting is that your Mentor and yourself can set some targets for you to aid your development. The UMeP will form the basis of the relationship with your Academic Mentor. You will see the format of your meeting with your Mentor. You will decide with your mentor who will fill this form in. There are two options. Either you can fill it in beforehand and save it – with your Mentor adding comments later; or you decide to write it together at your meeting. This choice may depend on your need to explore any issues.

What is meant by reflective logs?

You will see the various forms to use to upload your experiences. These must be kept up to date. Please show your Mentor. Some are mandatory (e.g. the **exam** tab**)** and others more creative (e.g. the **clinical encounter**, **critical event analysis** or **reflective practice**). Reflective practice is defined on page 5 of the log book, and is actively encouraged in your professional development. These "training tales" (CAPS log book page 8) will be individual and make your UMeP unique to you.

Some possible examples are:

You saw a patient with a medical condition that you had never heard of and you had to think about who to ask to learn more or a textbook to access.

You took a history from a patient who was on a long list of drugs and you weren't sure about some of them and their interaction. Where did you go for further information?

You took a history from a patient who told you something quite distressing (such as the death of a child) and you didn't know how to acknowledge this. You just wanted to write down some of your thoughts about the interaction such as what you did well and what you feel you could have done better. Where would you go to get further information about all of this?

Describe your first experience of taking blood from a patient. What went well, what didn't work and how can you improve this skill?

Have you dealt with an angry patient or relative? How did you handle this? And would you do anything differently next time?

What has been your most challenging situation this year and how have you responded to this? This doesn't have to be a clinical situation but could be academic or personal.

You observed a significant conflict between two members of staff. Why did this happen? What were the underlying reasons? How was it resolved? How would you have handled it differently?

Do I need to share these reflective logs?

All these logs can be shared or private. Most doctors do tick the shared option and usually ask their educational supervisor to look at them when they meet up. We would advise you to consider discussing these interesting/challenging cases with your Academic Mentor for feedback.

Are these reflective log forms assessed?

These forms are not assessed and are there for you and your own development. In the Foundation years there is a requirement to do reflective logs but they are not accessed.

Further information and Technical issues

If you have any technical difficulties using the site, please don't use the support contact form on the ePortfolio website – this is a legacy from the Foundation ePortfolio and will go to the site creators, who are unlikely to be able to help with your specific queries.

Please send an email to med-umep@bristol.ac.uk.

Do I need to upload a career reflection?

You will see the form to help you reflect on your career thinking. This is a generic form for you to use in your own way. The phrase "during this placement" does not apply to UoB. You may not yet know what you want to do. This is just as valid an observation as the one who is certain. Openness of mind will also encourage exploration. The opportunities within medicine are endless. Also complete a career reflection before you meet with your Academic Mentor – even if this is unchanged. We want to show the evolution in your thinking

Do I need to upload my clinical skills?

This is a professional process and we expect you to be honest. Use this to guide your skills learning, and keep practicing.   Upload regularly (e.g. weekly). This will start a habit that you will need as a foundation doctor. **It is also a safeguard if you lose you CAPS log book**. **A complete log book on UMeP is required before you can qualify.** Sign off is achieved at the end of year 4 and year 5 (after PPP and before your elective). This is achieved with your Academic Mentor. Ask your Mentor to open your UMeP and go to Forms; and CAPS log: signoff report. Tell her/him the core skills you have completed (complete bar), and then say whether you now feel competent or not. This is recorded. **Sign off is achieved when you have a "red head – gold bar" by each core skill.**

Should I speak to my Academic Mentor if I need pastoral support?

Your Academic Mentor can advise the Medical School, with your permission, if you need to see someone for pastoral support. They will send an email to med-umep@bristol.ac.uk. You can access support yourself by contacting the Medical School directly – the contact details are available on the website:

http://www.bris.ac.uk/medical-school/staffstudents/support/

Is there a guide available about how to use my UMeP?

You can click on Help and then Information and download the guide called 'How to use the UMeP?

I have having problems uploading my photograph?

You can try reducing the file size of the file that you are trying to upload. Also, you can try logging out and back in again and see if your photograph is then visible.