

Welcome to the RCPCH ePortfolio for Advanced Practitioners

Advanced Practitioners can use ePortfolio to record learning in all its forms and settings and monitor progress through the [Paediatric and child health advanced practice area specific capability and curriculum framework \(PCHCF\)](#).

The ePortfolio is a useful tool in allowing you to create a record of your learning. It enables you to interact with supervisors and manage your career goals. The ePortfolio facilitates development and offers structure and evidence to support training. It is easy to use and stores everything you do in your timeline. Some key features relating to the functionality of the ePortfolio have been outlined in the guidance below.

Please take the time to familiarise yourself with the ePortfolio and its various functions – engagement with your ePortfolio is necessary for effective professional development.

Adding your Training Post and Supervisor

- Before starting anything, you must add your supervisor. Forms for this are located in your forms menu (fig. 1). To access your forms menu, press the green 'create' tab, or the '+' icon at the top right corner.
- You have the option to add a Clinical, Educational or a Nurse Practitioner supervisor (fig. 2)

Fig. 1

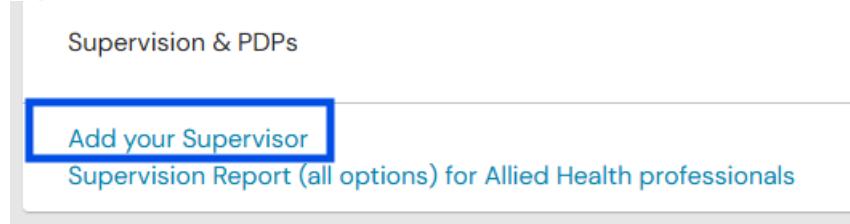


Fig. 2

Add your educational and/ or clinical supervisor and/ or nurse supervisor. If your supervisors need to be connected for different periods, please complete this form twice to record different dates.

****IMPORTANT****

Please read:

The **start** and **end** date for your connection to your supervisor needs to **cover the period of your training post**. We recommend the end date added is around a month after your post to allow your supervisor to complete any end of placement events required.

Please ensure you don't add your supervisor for just one day. This event needs a different start and end date above

Nurse Practitioner Supervisor	<input type="text" value="Nurse Practitioner Supervisor"/>
RCPCH Educational Supervisor	<input type="text" value="RCPCH Educational Supervisor"/>
RCPCH Clinical Supervisor	<input type="text" value="RCPCH Clinical Supervisor"/>

Workplace based Assessments

All workplace-based assessments can be found in your forms menu, accessible by clicking 'create' or the '+' icon at the top right of your ePortfolio.

- The RCPCH ePortfolio has a range of development and skills logs you can use to meet curriculum requirements. Please note they cannot solely demonstrate evidence of the curriculum key capabilities and you should check the [assessment guide](#) for the types of evidence required.
- Your assessments should demonstrate a breadth of learning and development, so remember to reflect, not just record. The AoMRC have produced some helpful guidance on [reflective practice](#), do take a few minutes to read it.
- As part of your induction meeting with PDP with your educational supervisor, you can identify areas that you wish to progress in and your supervisor will help craft these into SMART goals, which you can work on, add to or review from your Goals section. You or your supervisor can mark these goals as achieved.

Tagging events to the curriculum

You are able to tag to the curriculum directly from each workplace-based assessment you complete. All evidence should be tagged to a Key Capability; these are housed within the Learning Outcomes which sit within each of the 11 Domains. To reveal the Learning Outcomes and Key Capabilities click on the Domain text e.g. *Domain 1 – Professional Values and Behaviours* (fig. 3)(do not select the tick box next to the domain otherwise this will select everything within it). The Learning Outcomes will then appear, click on the Learning Outcome text to reveal each of the Key Capabilities. Use the tick-box next to the Key Capability to select the relevant capability your evidence maps to. It is these that you should tag to e.g. *Key Capability (1.3) – Role models excellence in all aspects of practice* (fig. 4).

Fig. 3

Which curriculum do you intend to tag this event to? ★

2025 RCPCH Advanced Practitioner curriculum (ANP/ACP only) ×

2025 RCPCH Advanced Practice Curriculum ★

Search...

> Domain 1 – Professional values and behaviours

> Domain 2 – Advanced communication and consultation skills

> Domain 3 – Information gathering, interpretation and clinical procedures

> Domain 4 – Diagnosis and management

> Domain 5 – Patient safety including safe, independent prescribing of therapy, equipment and/or medication

> Domain 6 – Safeguarding

> Domain 7 – Health promotion and illness prevention

> Domain 8 – Quality improvement

Fig. 4

Which curriculum do you intend to tag this event to? ★

2025 RCPCH Advanced Practitioner curriculum (ANP/ACP only) ×

2025 RCPCH Advanced Practice Curriculum ★

Search...

< Domain 1 – Professional values and behaviours

< Learning outcome – Models compliance with legislation, respective scope of practice and accountability, responsibility, and autonomy, working at advanced level.

– Key capability (1.1) – Evaluates own accountability and responsibility and that of others to ensure safe, effective, complex, unfamiliar and unpredictable situations.

– Key capability (1.2) – Evaluates own performance, acting in ways that demonstrate self-awareness and autonomously adapt their practice to meet clinical need.

– Key capability (1.3) – Role models excellence in all aspects of practice.

> Domain 2 – Advanced communication and consultation skills

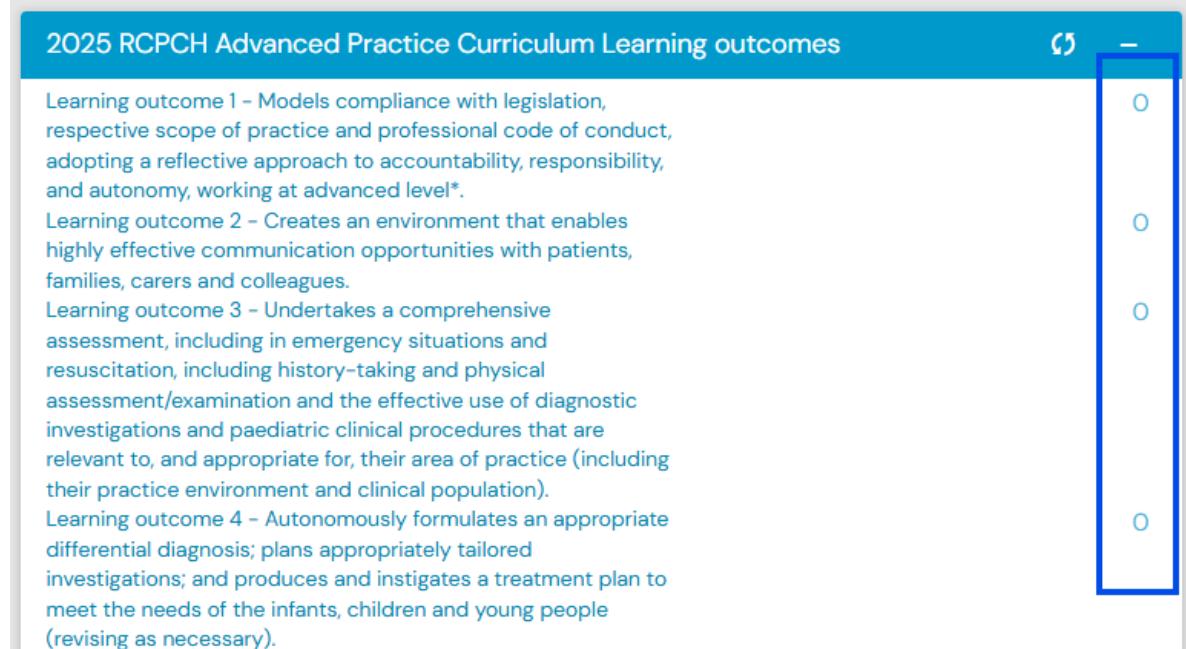
> Domain 3 – Information gathering, interpretation and clinical procedures

> Domain 4 – Diagnosis and management

> Domain 5 – Patient safety including safe, independent prescribing of therapy, equipment and/or medication

Click 'Save' to finalise your tagging. Once you have completed the assessment, you will see this populate the overview on your dashboard (fig. 5).

Fig. 5



Learning outcome 1 – Models compliance with legislation, respective scope of practice and professional code of conduct, adopting a reflective approach to accountability, responsibility, and autonomy, working at advanced level*.

Learning outcome 2 – Creates an environment that enables highly effective communication opportunities with patients, families, carers and colleagues.

Learning outcome 3 – Undertakes a comprehensive assessment, including in emergency situations and resuscitation, including history-taking and physical assessment/examination and the effective use of diagnostic investigations and paediatric clinical procedures that are relevant to, and appropriate for, their area of practice (including their practice environment and clinical population).

Learning outcome 4 – Autonomously formulates an appropriate differential diagnosis; plans appropriately tailored investigations; and produces and instigates a treatment plan to meet the needs of the infants, children and young people (revising as necessary).

Dashboards and timeline

You have a dashboard (fig. 6 and fig. 7) which hosts your curricula overview, and where you can create new events, review how many assessments or skills logs you have completed, see your details, and read important announcements.

Fig. 6

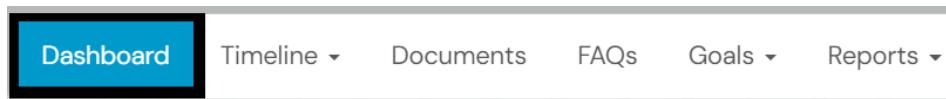
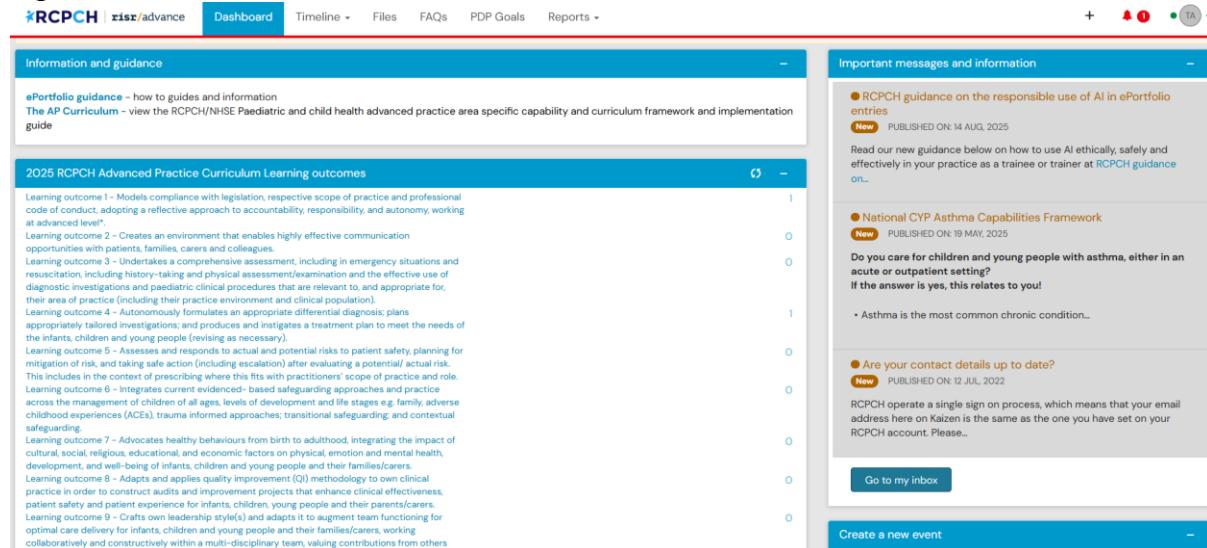


Fig. 7



Your timeline hosts all your activities in one place. This includes workplace assessments, reflective logs, skills logs, training posts, supervision meetings and more. (fig.8)

Fig. 8

Dashboard	Timeline	Files	FAQs	PDP Goals	Reports
les and information PCH/NHSE Paediatric	Whole timeline				
ce Curriculum Lead	Exams details, results & START feedback				
ice with legislation, responsible approach to accounta	Assessments & MSF				
onment that enables hi ers and colleagues.	Supervision & PDPs				
prehensive assessment and physical assessme	CSAC Progression forms				
ic clinical procedures th	Curricula objectives and SPIN				
ractice environment ar	ARCP outcomes				
ormulates an appropri	Training posts & absences				
nd produces and instig	Development logs				
(revising as necessary)	Skills logs and certificates				
sponds to actual and p	Completion of training				
in (including escalation)	Confirmation of eligibility forms and Sub-specialty interview feedback				
ong where this fits with					
nt evidenced- based st					
all ages, levels of devel					
informed approaches;	Pilot Assessment forms				
hy behaviours from birth to adulthood, integrating the impact of					
nd economic factors on physical, emotion and mental health,					
s, children and young people and their families/carers.					

Your 'to do' list is indicated by the **red bell** in the top right-hand of your screen, including the number of items pending. It shows requests to complete assessments for other trainees (fig.9).

Fig. 9



Downloading a copy of your ePortfolio report

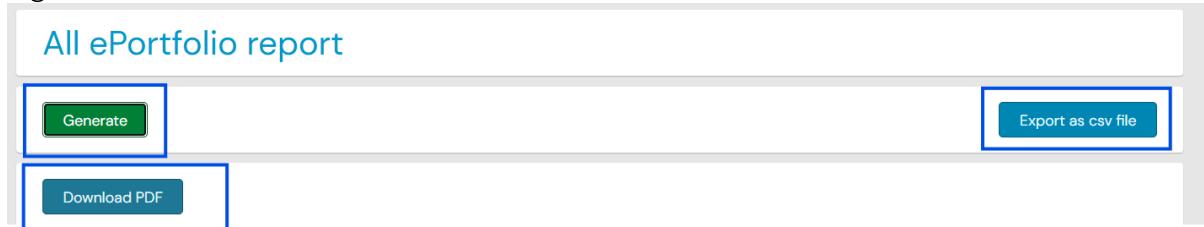
You can download your ePortfolio by navigating to the reports tab and selecting 'reports' from the drop-down. You can then select 'All ePortfolio report' (fig.10).

Fig. 10

The screenshot shows the RCPCH risr/advance interface. At the top, there is a navigation bar with links for Dashboard, Timeline, Files, FAQs, PDP Goals, and Reports. The Reports link is highlighted with a blue box and a dropdown menu is open, showing the word 'Reports' again. Below the navigation bar, the page title 'Reports' is displayed in a large blue font. A search bar with the placeholder 'Start typing to search' is present, along with a 'Search' button. A message box indicates '2025 RCPCH Advanced Practice Curriculum'. The main content area shows a list of items, with the first item, 'All ePortfolio report', highlighted with a blue box and a 'Run' button next to it. A 'Ordered by state' dropdown is located in the top right corner of this list area.

This should automatically populate, to ensure the most up-to-date version has been created, click on the green 'Generate' button. You will then have the option to export your portfolio content as a csv file or as a PDF (fig.11).

Fig. 11



Further help and support

If you have any further queries, or run into any trouble using the ePortfolio, please contact our Training Services team on training.services@rcpch.ac.uk. For further information about the PCHCF, contact qualityandtrainingprojects@rcpch.ac.uk