Creating an ES report – top tips.

Once you have created a draft it won't update with any subsequent assessments you would have to manually enter them, specifically it won't update any CiP assessments (need to complete all CiP assessments before starting ESR). If you accidentally save the form too early contact the RCOG e-portfolio help team and they can sort it out for you. This will be made easier in the future.

Trainees must have ticked the 'archive file permission' box for their PDF of old evidence, otherwise the ES and ARCP panel won't be able to access it.

Navigate the form via the left-hand side blue section titles and don't click the box at the bottom of each page ("are all the trainee fields in the revalidation section and the global judgement section complete?") – this saves the form as complete and prevents any future editing.

If you have either clicked the form as complete accidentally or before CiP assessments are complete email the RCOG e-portfolio help team.

2 weeks before your ARCP a virtual panel will be created, and these people will be able to access and see everything in your e-portfolio.

Trainee Process – Part 1

Log in as trainee

Go to Annual ESR block (bottom right)

Select the grade you are and want to create the report for

Put in your ES name – usually this will auto-populate but they have removed this function during COVID so that if your ES is not completing the report you can put someone else in instead.

Your personal details should auto-populate provided you have them in your 'my profile' section.

The ES report comprises several pages which have to be toggled through using the hyperlinks in the box at the top left of the page.

Procedure summary

Post2019 assessment numbers should auto-populate. If there are any missing, then it is likely that you have the stored incorrectly. Check the grade/year attached to the assessment. If you find the details are wrong, then email the RCOG e-portfolio help desk and they can switch them for you.

Pre2019 needs to be manually filled in this time and those numbers will then carry over for subsequent ES reports.

CBDs/MiniCEX/reflections etc need to be manually linked to each relevant drop box.

Revalidation

This is the Form R bit

Global judgement

For the ES to complete first – the boxes are not accessible to the trainee at this time

Once you have filled in all your bits scroll to bottom of page and save. This will lock the form to you. You cannot get back into the form to edit it once you have clicked this button. It will now be sent automatically to whomever you put in the educational supervisor box.

Educational supervisor's part 1

The trainer completing the form should log into their own account.

In the bottom right a box will appear with your ES report in it. The trainer can then edit fields as needed, review evidence, see what you have linked to the CBDs etc.

The trainer should go to the revalidation section and confirm your competency.

The trainer should go to the global judgement section and complete it. The questions in the form will be changing to ensure that all trainee receive free text feedback on their performance.

Once the trainer has finished, they should scroll to the bottom of the page and save the form. This will then be sent back to the trainee.

Trainee Process – Part 2

Once the ES has completed their part your form should be accessible on your e-portfolio in the same bottom right box.

Open it and go to the global judgement section and confirm that you are/are not happy with the answers your ES has inserted.

No other part of the form will be editable.

Scroll to the bottom and save over-all. Once this is done it will appear under the ESR section of your profile (the little person on the toolbar on the dashboard).

ST6 & 7 staying on old curriculum

The ES report for senior trainees staying on the old core curriculum is not accessible via the trainee log ins to the e-portfolio. To complete it you need your ES to log in. Its found under the ES profile and additional forms, the old core curriculum advances competencies are also there to complete.