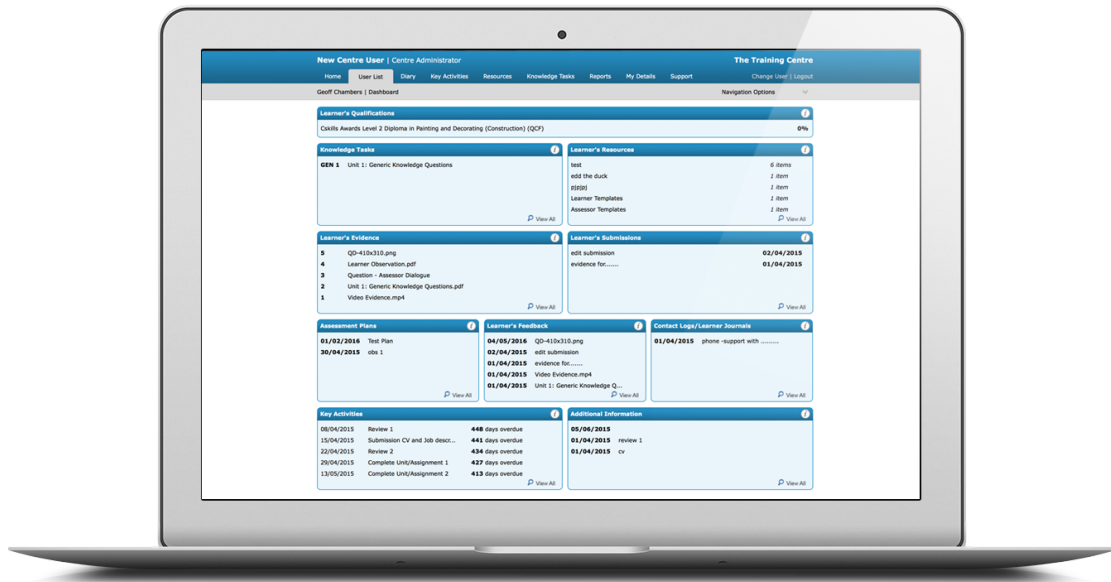




# e-Portfolio Guide

## Quals Direct



## What is an e-Portfolio?

QualsDirect has produced an online continued professional development (CPD) solution for Newly Qualified Paramedics (NQPs), known as an e-Portfolio. It is a national requirement for NQP's to provide evidence and understanding of consolidated learning outcomes (CLO's), which must be met over the 2 year programme period. This criteria has been developed by the HCPC and is standardised across the UK.

QualsDirect produced the e-Portfolio for individuals to store evidence of knowledge and CPD, whilst simultaneously monitoring their own progress and development. Evidence uploaded to the e-portfolio is cross-references against the set CLO's.

## What counts as evidence?

Learners can upload anything that they feel has contributed to both their CPD and patient care, in the form of evidence. CPD can be in various forms, whether it be online courses, listening to podcasts or self-reflections. Through interaction with the e-Portfolio, learners can upload and submit reflections or discussions of any size, cross-referencing it against the CLOs. Whether you have listened to a podcast, read an article or completed an online course, record it and write how it has enhanced your patient care. Remember, although healthcare professionals are very good at maintaining CPD, if it isn't recorded, it didn't happen.

## What happens to my submitted evidence?

All submissions to the e-Portfolio will be reviewed by one the assessors at MET Medical. The evidence will be checked against the cross-referenced CLOs and will either be returned to you for resubmission or added to your portfolio. If a submission is returned, there will be an explanation as to why. This does not affect your portfolio in any way, it just means that you have either selected too many CLOs, have not met the CLOs or could benefit from changing or adding in additional information.

Once agreed by one an assessor, your evidence will be added to your portfolio and will show as a percentage on your portfolio dashboard. Once submitted, your evidence is saved to a secure server which can be accessed by yourself 24/7 throughout the programme, and then for a period of time post programme.

## HCPC Requirements

As an NQP, you will not be requested by the HCPC to provide proof of CPD. Once you are 2 years post registration, the HCPC are then entitled to contact you and ask for a sample of your portfolio. Your e-Portfolio can be downloaded, sampled and used to pass onto the HCPC. It is strongly recommended that your submissions are saved digitally and put towards a CPD folder, as well as your portfolio.

# Your Dashboard

The home page has 7 keys which will allow you to interact with your e-portfolio.



The **house** will take you back to your home page.

The **envelope** is for messages. You can send and receive messages from any of the assessors. However these messages can be seen by anyone, please refrain from sending sensitive information.

The **handshake** shows all agreements. Once a submitted piece of evidence has been agreed by an assessor, you will see a red square. Here is where you must then agree to the decision.

The **speech bubbles** identify the forum area for candidates.

The **folder** is where to submit all evidence. This has 3 further options depending on what type of information you wish to submit.

The **information** symbol is where you can find further support.

The **compass** is your navigation key. This has links to show your GAP Analysis, which shows you the outstanding CLOs you have to complete.

## Submissions

There are 3 different sections which you can submit evidence to:



In order to cross reference your work against CLOs, you need to select 'Submit Evidence' the box on the left. 'Additional Information' and 'Learner Journal' will not let you cross-reference the CLOs. These 2 can be used to store additional evidence, or a journal of your learning, however will not have any effect on your overall percentage.

## Submitting Evidence

The screenshot shows the 'Submit Evidence' form. At the top, there is a navigation bar with the text 'Submit Evidence' and several icons. Below the navigation bar, the form is titled 'Submit Evidence' and 'Step 1 of 2'. The form contains the following fields:

- Date: 02/02/2021
- Title: \*
- Assessor: \* Please Select
- Evidence Description and Further Information \*
- Uploaded Files \* Maximum Uploads: 10 files

At the bottom of the form, there are four buttons: '+ Add files...', 'Start upload', 'Cancel upload', and 'Delete files'.

There are 2 ways in which you can submit evidence. You can either write a free text in the description box, or you can use another program, such as Word, and then upload the file. You must have something written in the free text box - if you are uploading your submission as a Word/PDF file, you can write in the free text a brief description of what the submission is about.

You need to upload a supporting file for each submission, so if you are writing your evidence in the free text, it is recommended that you upload supporting evidence, e.g a policy if you are directly referring to one.

Once you have written your submission and attached your supporting evidence, you can press next, which will take you through to the cross-referencing page.

## Cross-referencing CLOs

Once you have uploaded your evidence, you will be prompted to cross-reference your submission with a maximum of 3 relevant CLOs.

Select Assessment Criteria

---

Please Select

---

Criteria Selected So Far

---

No criteria have been cross referenced

«« Back Next »»

Once you have selected the criteria, you will be given the option to select learning objectives.

Select Assessment Criteria

---

A - Clinical

---

**A1 Patient advocacy and experience**

A1.a Demonstrate the ability to communicate effectively and appropriately with patients and carers.	<input checked="" type="checkbox"/>
A1.b Evidence understanding of informed patient consent	<input checked="" type="checkbox"/>
A1.c Demonstrate understanding of the need to encourage and facilitate patient involvement in management, planning and control of their own health and illness.	<input checked="" type="checkbox"/>
A1.d Capture patient conceptions, concerns and expectations, recording these where appropriate to patient care.	<input type="checkbox"/>

Once you have selected your CLOs, you will be able to view your final submission before submitting.

Submit Evidence (Assessment Criteria) Step 2 of 3

---

Date: 02/02/2021

Title: efef

Assessor: NQP Assessor

---

Uploaded Files

Screenshot 2020-12-14 at 12.00.29.png (Main File)

---

Select Assessment Criteria

---

A - Clinical

---

Criteria Selected So Far

---

**Newly Qualified Paramedic (NQP)**

---

A - Clinical

---

**A1 Patient advocacy and experience**

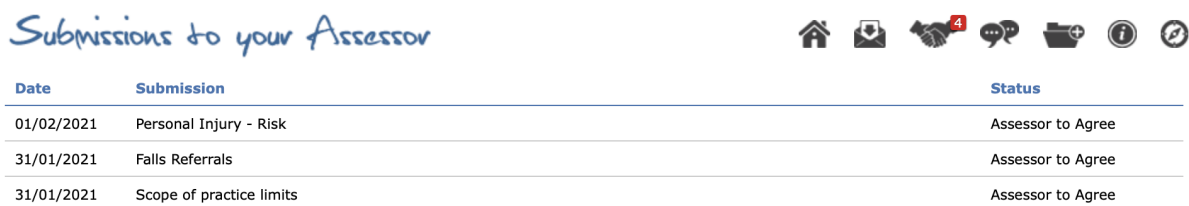
A1.a Demonstrate the ability to communicate effectively and appropriately with patients and carers.	1
A1.b Evidence understanding of informed patient consent	1
A1.c Demonstrate understanding of the need to encourage and facilitate patient involvement in management, planning and control of their own health and illness.	1

«« Back Next »»

If the learning outcome asks you to **‘Demonstrate’** or **‘Evidence’** then try to show how you *have done*, or *would* do that particular task/outcome. That could be an anonymised PCR, an audit or a referral with an explanation.

## What happens next?

Your submission will appear on your home screen under ‘Submissions to your assessor’ once submitted, with ‘Assessor to agree’ next to it. It will also appear on the assessors account, ready for them to review. You will know when they have reviewed it, as it will appear with ‘Added to Portfolio’ or ‘Learner to Action’.



Date	Submission	Status
01/02/2021	Personal Injury - Risk	Assessor to Agree
31/01/2021	Falls Referrals	Assessor to Agree
31/01/2021	Scope of practice limits	Assessor to Agree

Once an assessor has agreed the submission it will show as ‘Added to Portfolio’. You, the learner must then respond and either agree or not with the outcome, then ‘Save Agreement’.

If it states ‘Learner to Action’ then you will need to either alter your submission (details from an assessor will be included) or provide further evidence and re-submit. If you do not agree with the assessor’s decision, add a comment as to why and then re-submit.



Learners Comments

Do you agree with the assessment plan? Yes

Comments:

thanks martin

Cancel Save Agreement

## What happens next?

Your progress can be easily monitored within your e-Portfolio. Your progress can be monitored easily by the ‘Overall Progress’ bar in the bottom left of the screen. The red shows your expected target, and where you should be aiming to be at.

It is recommended that NQPs are familiar with the system, and start uploading evidence within the first few months of the NQP programme, allowing them to begin developing their CPD.