

ROYAL COLLEGE OF PSYCHIATRISTS

# Your Guide to the 14Fish ePortfolio

For Resident Doctors in training migrating from Portfolio Online

Read '[Start Here](#)' first for login and access guidance. This guide covers specific information relating to your migrated ePortfolio from Portfolio Online.

## YOUR RESPONSIBILITY

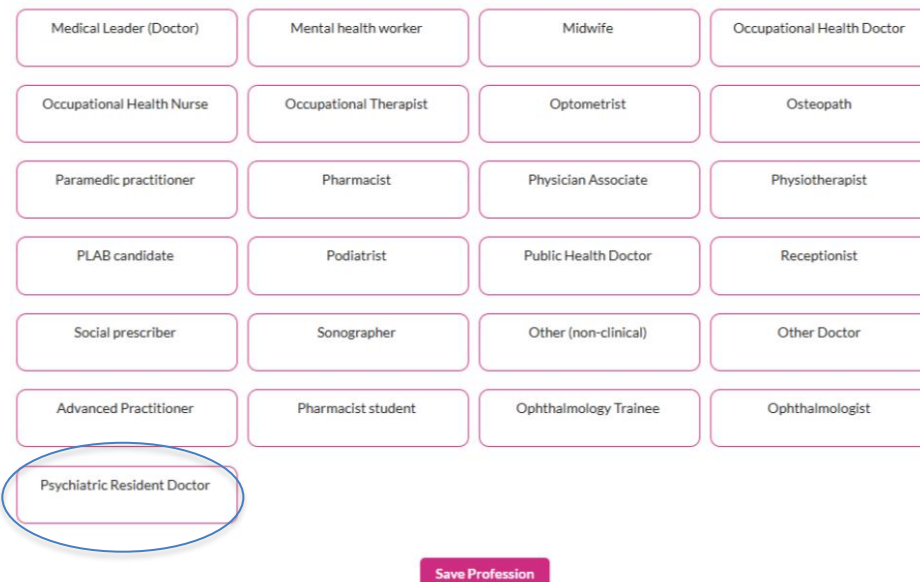
It is your responsibility to record your competencies, in line with RCPsych and GMC guidance on Probity and [Good Medical Practice](#).

## Contents

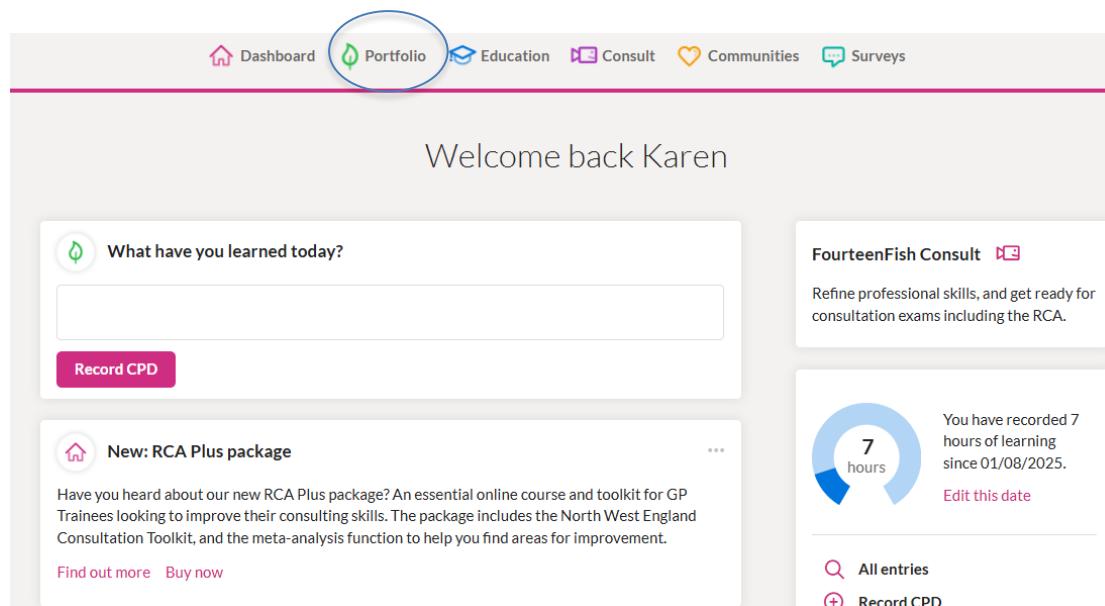
1. Finding your way around	2. Setting up your portfolio
3. Finding migrated historic documents	4. Your day-to-day in 14Fish
5. Temporary Catch-up Form	6. New and expanded forms
7. What's new in assessment	8.

## 1. Finding your way around

Once you've logged in, you'll see a home screen for all the different users of 14Fish; click on 'Psychiatric Resident Doctor':



You'll then see a dashboard screen, that will look like this:



Click on the green Portfolio leaf icon on the landing page circled above to access your ePortfolio dashboard.

**Remember *Anything Pink is a Link*: something to review or complete!**

## 2. Setting up your ePortfolio

The first time you login to your new ePortfolio, there are a few things to set up in 14Fish as a migrated user from Portfolio Online.

### **IMPORTANT: DO NOT ENTER YOUR GMC NUMBER**

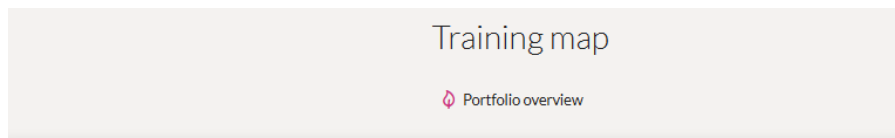
Please do not enter your GMC number on the login screen. It is already pre-loaded for you in the back-end database (Fishbase). Only update LTFT / OOP / leave details if you have prior agreement from your Training Programme Director or Head of School.

Once you click on your green leaf ePortfolio icon, you should see the following screen - your 14Fish ePortfolio dashboard:

Steps to set up your new ePortfolio as a migrated user:

1. Select your current curriculum (circled). Endorsements should be confirmed by your TPD or supervisor in advance – only select the specialty training programme you have been appointed to. If you are undertaking a credential, you will continue to use Portfolio Online to record your evidence.
2. Within the training map (circled):
  1. Select your Training Programme: this will be your Deanery name and Training Programme (TP). This is currently set at the highest level of Deanery/Training Programme. For example, Severn TP or East Midlands TP.
  2. Set your stage (level) of training and curriculum. If you are an Academic Clinical Fellow (ACF) or Academic Clinical Lecturer (ACL), please indicate this when setting your stage (a radio button to do this is going to be added to the platform).
  3. Set a new review period (training year, e.g. CT2 or ST5).
  4. Add post details (the placement in which you're working).
3. Adding your supervisor:
 

Click on Training map - In the Demographics area of the Training Map, you should see that your supervisor is not yet set:



### Demographic details

Title:	DOB:	Supervisor(s): <b>Not set</b>
First name: <b>RD2RCPsych</b>	Phone:	
Surname:	Mobile:	
Main email: <b>rd2rcpsych@gmail.com</b>	Address:	
Other email:		

Select your supervisor from the pre-loaded dropdown list and click on the **pink link** to set your educational supervisor. If you cannot add them or they are not showing, contact us: [ePortfolioTransition@rcpsych.ac.uk](mailto:ePortfolioTransition@rcpsych.ac.uk).

## Navigating Around the Training Map:

- Post summaries and time out of training are shown beneath the map.
- Once you have completed some review periods, your training years and ARCP results also appear here.
- New review periods can be added within 30 days of the end of the previous period, ready for changeover. They show in grey until they become your current review period.

### COMING FROM PORTFOLIO ONLINE?

The visual Training Map works like the old bar chart. Click on the icons to jump to review periods, exams and more.

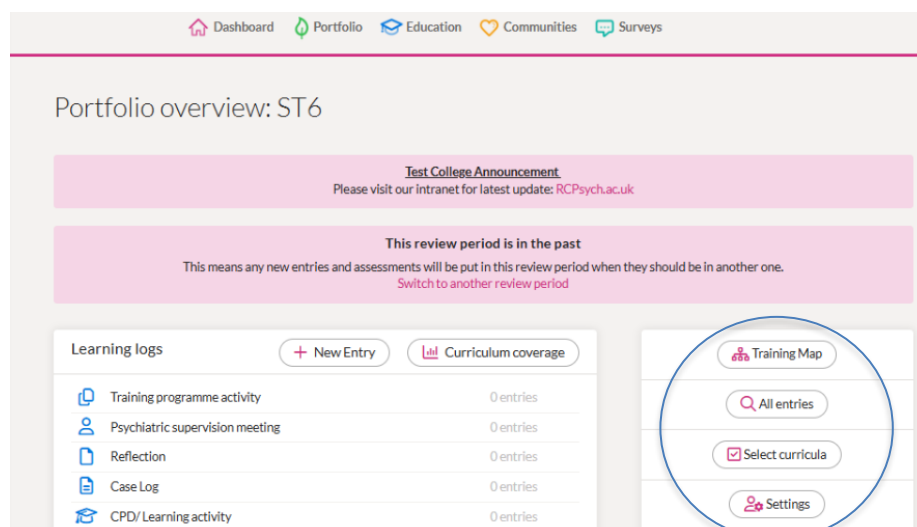
## On the ePortfolio dashboard you can also

- Access exam results (dates for booked exams are not shown) – this will be pre-loaded by the College as you sit/pass exams.
- See a summary of dates, review periods and supervisors.

## 3. Finding your migrated historic documents: 'All entries' button

Everything submitted in your Portfolio Online (PO) account has been migrated across to 14Fish. Here is how to find it:

- All migrated documents appear as downloadable, searchable PDF forms; visible via 'All Entries' on the dashboard:



- Your migrated PDFs sit at the bottom of your lists. New entries you add will appear above them.
- Every migrated entry is labelled 'Historic' under 'Type' with the date it was created in Portfolio Online to help you find key entries.
- 'Date Updated' is the date the entry was migrated into 14Fish, not the date you originally completed it.

**TIP:** If you are looking for a specific assessment from your previous years of training, search or sort by 'Title'. The PO completion date is also part of the title, which may help you search. All entries submitted before your Portfolio Online account was closed for migration have been migrated across to 14Fish.

## 4. Your day-to-day use of the 14Fish ePortfolio

**Work-Place Based Assessments (WPBAs) are known as Educational Assessments (EAs) in 14Fish, and you can also add reflections and Learning Logs:**

Education assessments		Scores over time
ACE	1/1 entry	
Addiction ACE	0 entries	
CbD	1/1 entry	
Addiction CbD	1 entry	
AOT	0/1 entry	
CBDGA	0 entries	
CP	1/1 entry	
DONCS	0/1 entry	
DOPS	1/1 entry	
JCP	0/1 entry	
Mini-ACE	2/1 entry	
PACE	0/1 entry	
SAPA	1/1 entry	
SAPE	1/1 entry	
PSR	5 entries	

### Learning logs

Psychiatric supervision meeting
Training programme activity
Reflection
Case Log
CPD/ Learning activity
<input checked="" type="checkbox"/> ePortfolio Migration Temporary Catch-up Form

**TIP:** Check out the 14Fish Training guides for details on how to add your PDPs, Learning Logs and Educational Supervisor Reports.

### Learning Logs and Case Studies

- Add Learning Logs and record details of your case studies.

### Educational Assessments (EAs – also known as Work-Place Based Assessments)

- Select EAs from a comprehensive list, including the Psychiatric Supervisor Report (PSR).
- A helpful tally shows your progress ([see the relevant curricula and Silver Guide for guidance](#)), and you can view completion across review periods (training grades) as a graph.

### Progression guide wheels - new feature

- A visual guide fills in as your Learning Logs and EAs are signed off by your supervisors.
- This is a guide; it is not prescriptive. You can check progress summaries and review previously linked curricula (post-migration).

**TIP:** Not all Learning Logs need supervisor sign-off. Agree with your supervisor which ones do, to avoid unnecessary admin for you both.

### Other things you can do:

- **Create surveys** - the MiniPAT is now known as a Multi-Source Feedback Survey (MSF) and there is also a survey for patient and carer feedback, which should be completed once in core training and once in higher training ([see the formative assessment guidance](#)).

- Add and link **PDP** (Personal Development Plan) items.
- **Message** your named Educational Supervisor, i.e. to ask them to review an assessment.
- **NOTE: Compliance passport** is not required for Psychiatry Resident Doctors, however you might find it useful to include something here if you wish, for example, a safeguarding course.

## 5. The Migration Temporary Catch-up Form

There is a new form: the 'ePortfolio Migration Temporary Catch-up Form', which you and your supervisor can use to support the review of your migrated evidence and your continuing professional development. This has been developed in collaboration with resident doctors and supervisors – it is intended as a helpful tool to support you and is not mandatory.

- Use it during the first few months after migrating.
- Use it to alert your new supervisor to evidence migrated from Portfolio Online and to plan areas for progression and development.

## Time out of training and sign-off of your Educational Supervisor Report

- At the bottom of the page there is a section to record time out of training. This is key for your ARCP, your Psychiatric Supervisor Report (PSR) and Educational Supervisor Report (ESR) sign-off.
- You will be asked to sign a disclaimer about your Time out of Training for your ESR sign-off, via the [pink links](#) on this screen.

## 6. New and expanded Work-Place Based Assessment (WBPAs) forms

Alongside the platform change, some assessment approaches have been updated as part of the College's [Formative Assessment Review](#) in line with GMC recommendations. See the full [College guidance on Formative Assessment](#) for further details.

### Entrustability scale

A 5-point entrustability scale is used in Psychiatric Supervisor and Educational Supervisor Reports to give formative, developmental judgements on a resident doctor's autonomy and supervisory needs.

Level	What it means
1	Entrusted to act only in the constant presence of the supervisor.
2	Entrusted to act under indirect supervision, with the supervisor intermittently present and monitoring at regular intervals.
3	Entrusted to act under indirect supervision, with the supervisor remote but present in the setting and able to give prompt direction or assistance.
4	Entrusted to act independently, with the supervisor accessible on call and able to attend if required.
5	Entrusted to act independently with no supervisor involvement, always within local protocols.

Expected progression: core resident doctors (CT1/ST1) typically start at Levels 1-2, progress through 3-4, and reach Level 5 by CCT, with local variation by placement and context.

**Note:** Entrustability scales are formative and support the Resident Doctor's development towards independent practice as a senior psychiatrist over the duration of their training. They complement EAs and HLO evidence as part of the ARCP process.

## Embedding formulation skills

### Case Presentations now explicitly assess formulation skills throughout training.

- Core Resident Doctors (CT1-3): one Case Presentation per year of training
- Higher Resident Doctors (ST4-6+): at least one Case Presentation per year of training, replacing one CbD in higher training.
- Higher Resident Doctors Case Presentations can be reviewed by members of the Multi-Disciplinary Team, for example a consultant or band 8 professionals, including advanced practitioners and psychologists where appropriate.

### Your CP synopsis should cover:

- The biopsychosocial formulation.
- How formulation, including relational factors, informs diagnosis and differentials.
- Patient strengths and how they contribute to the overall intervention plan.
- How formulation has shaped a person-centred plan.

## Patient and Carer Feedback

This is now a mandatory GMC requirement of psychiatric training at both Core and Higher Specialty Training, at least once per stage. You can seek feedback more often, but once in core training and once in higher training is the minimum standard. The approach is consistent across all psychiatric specialties, and the feedback forms part of ARCP consideration.

### Why patient and carer feedback matters:

- Strengthens communication skills.
- Improves empathy and bedside manner.
- Helps identify areas for improvement and development.

Patients answer 7 questions on a scale from No, not at all to Yes, completely, plus a free-text box for comments. Aggregated results are reviewed with your RD to agree strengths, development areas and targeted actions in supervision sessions.

## Direct Observation of Procedural Skills (DOPs) and DOPs for ECT.

Directed Observation of Procedural Skills (DOPS) has been expanded. There is now an extended DOPS form, which scrolls down to the DOPS ECT form to highlight formulation skills. It appears on your EA list. There is further information in our other guidance

## Caseload-based discussion (CLBD) and Direct Observation of non-Clinical Skills (DONCs)

- CLBD strengthens public mental health skills, focusing on population-level and service data, for example readmission rates, ED/crisis use and equity of access.
- DONCs have been expanded and now include a dropdown of HLOs 1-9 so supervisors can tag observed non-clinical competencies: leadership, governance, digital, advocacy, QI, education and research.

**Next:** see our more detailed guidance on the [Formative Assessment](#) changes, or revisit [Start Here](#) for help and contacts.

You can also find [the platform user guides](#) for more 'How To' resources on our website and at the Help Centre of the 14Fish platform.